Putting People First

NEDSRA

Special Recreation Association

Board Packet

November 14, 2018

1770 West Centennial Place, Addison, Illinois

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

Agenda
Board of Trustees Regular Meeting
Wednesday, November 14, 2018, 1:30 PM - NEDSRA Office

1. **Call to Order** — **Chairman Friedrichs**

2. **Roll Call** — **Chairman Friedrichs**

3. **Introduction of Guests and Staff** — **Chairman Friedrichs**

4. **Public Comments** — **Chairman Friedrichs**
   a. For matters not on the Agenda. Limited to one, three-minute comment per person. Maximum 15 minutes.

5. **Approval of Meeting Minutes** — **Chairman Friedrichs**
   a. Approval of Board of Trustees Regular Meeting Minutes – September 5, 2018 — **Voice Vote**
   b. Approval of Board of Trustees Executive Meeting Minutes – October 3, 2018 — **Voice Vote**
   c. Approval of Board of Trustees Closed Meeting Minutes - September 5, 2018 — **Roll Call Vote**

6. **Comments and Communications** — **Executive Director Poole**
   a. Holiday Party with Santa (Flyer)
   b. 2019 BBQ Bash (Flyer)
   c. Member Partner Holiday Gathering (Invitation)

7. **Consent Agenda – Financial Reports** — **Chairman Friedrichs**
   a. Ratify NEDSRA Disbursements and Financial Statements – Periods Ending August 31, 2018 and September 30, 2018. — **Roll Call Vote**

8. **Chairman of the Board Comments** — **Chairman Friedrichs**

9. **Agency Report** — **Executive Director Poole**

10. **Unfinished Business** — **Chairman Friedrichs**
    a. Report on Synergy meeting (verbal). — **Executive Director Poole**

11. **New Business** — **Chairman Friedrichs**
    a. Review and Approve Annual Board Calendar – 2019 (note: April 30 Illinois Parks Day) — **Voice Vote**
    b. Review and Approve Employee Benefits; Health Insurance — **Roll Call Vote**
    c. Review and Approve NEDSRA Capitalization and Investment Policies — **Roll Call Vote**

12. **Board of Trustees Comments** — **Chairman Friedrichs**

13. **Next Meeting Date:** Thursday, December 6, 2018, 4:00PM at Sugar Creek Golf Club, Villa Park — **Chairman Friedrichs**

14. **Adjournment** — **Chairman Friedrichs**

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BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, September 5, 2018

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:30 p.m.

2. **Roll Call:** The following Roll Call was taken:

Members Present: Steve Muenz, Addison Park District
Phyllis Schmidt, Bensenville Park District
Sara June, Butterfield Park District
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park
Gina Racanelli, Village of Villa Park (1:34 pm)
Matt Ellmann, Wood Dale Park District
Also Present: Time White, Alternate for Butterfield Park District

Members Absent: None

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant to the Director/HR
Kristen Chereso, Marketing & Communications Manager
Lara Batten, Accountant, Lauterbach & Amen, Business Services

3. **Introduction of Guests and Staff**: Superintendent Barton introduced the summer intern, Michelle Norman.

4. **Public Comments:** None

5. **Approval of Meeting Minutes:**
   a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of June 14, 2018. Motion to approve was made by Trustee Leno and a second made by Trustee Knautz. There being no discussion, motion passed unanimously on a voice vote with 10 ayes and 0 nays.

6. **Comments and Communications:** Director Poole noted the Golf Classic information, Soups & Songs Booster Fundraiser and the Knights of Columbus Tootsie Roll Drive and staff participation.

7. **Consent Agenda – Ratify NEDSRA Financial Statements:** Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements (unaudited) for the periods ending May 31, 2018, June 30, 2018 and July 31, 2018. The motion was made by Trustee Knautz and seconded by Trustee Bealer. On a roll call vote, voting aye: Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District. Motion passed with 10 ayes and 0 nays.

8. **Chairperson of the Board Comments:** Chairman Friedrichs thanked all the Trustees for attending the meeting. He welcomed Tim White as the new Trustee from Butterfield Park District as Trustee June was leaving.

9. **Agency Report:** Director Poole stated that staff has been busy with Golf Classic Preparation. He also spoke about the facility issues and repairs. He noted that the DCEO grant was to be a modification, or addition, to the 2017/2018 grant. Superintendent Barton spoke on the number of inclusion services and the handouts that are available for all of the partners' facilities. He also distributed information that had been requested from the previous meeting on funding inclusion. Superintendent Barton then spoke about the Synergy agreement with WDSRA and that they had met with Jason the Synergy Coordinator. Chairman Friedrichs asked how many NEDSRA participants were enrolled in Synergy. He stated the residents from NEDSRA dropped this year to seven; WDSRA had 18 residents served. We are in search of more residents within the NEDSRA boundaries. Trustee Leno asked what the demographics of the other enrollments are and how many individuals in total participate. Superintendent Barton stated that there are 206 Synergy participants, however that includes the Boccia National Tournament enrollment. Of that number there are 10 from NWSRA, 8 from SEASPAR and 5 from WSSRA. Trustee Leno inquired as to the enrollment of NEDSRA participants versus the NEDSRA portion of the funding. She suggested that possibly the boards of the other SRA's be made aware. Director Poole stated that there have been meetings with WDSRA and that if there are not positive results NEDSRA may have to change the funding and explore other options to provide this service for this population. Trustee Leno expressed concern that there should be major attention paid to the Synergy program. Trustee Ellmann suggested that possibly some research could be done to discover why there are not more NEDSRA participants. Extensive discussion ensued. Chairman Friedrichs recommended setting up a meeting with directors of the other SRA' so that a decision may be made before the agreement comes up for renewal again in 2019. This was also the consensus of the Board.

   Inclusion was discussed and Superintendent Barton presented the information requested by the Board during the June 2018 meeting, which was the amounts based on a 7% funding from each member's contribution. Superintendent Barton referred to the handout. This model shows that after a five year period, some member partners would receive a refund and some would owe a balance. Trustee Leno suggested the Board Executive Committee meet to review scenarios in the event the state grant funding stops. This was the consensus of the Board and an October meeting date will be set.

10. **Unfinished Business:** None.

11. **New Business:**
    a. Presentation and approval of the Annual Financial Report for Year Ending April 30, 2018. Brian LeFevre, from Sikich, LLP was introduced by Chairman Friedrichs. Mr. LeFevre thanked the Board and reviewed the Financial Report as presented in the Audits that were distributed to the Board. He stated that he was pleased to present an "unmodified opinion," which is the highest opinion that can be presented on financial statements. Mr. LeFevre went over the report and noted some items including the agency's net position and that there were no exceptions to the agency's collateralized deposits. Trustee Leno questioned the participation data in the audit. Superintendent Barton explained that there was a different method of gathering the data in past years, however he feels confident with the 2017/2018 numbers. Trustee Ellmann asked about some of the fund development numbers and Director Poole explained that it was a transition year in the Fund Development department. Mr. LeFevre commended staff Sue Martellotta and contractual business services consultant Lara Batten on their work this year. Chairman Friedrichs requested a motion to approve the NEDSRA Annual Financial Report for Year Ending April 30, 2018. A motion was made by Trustee Ellmann and a second was made by Trustee Knautz. An approval of the report was passed with 11 ayes and 0 nays.

12. **Board of Trustees Comments:** Trustee Knautz commended Superintendent Barton and Director Poole on a good job presenting Inclusion data. Trustee Bealer asked about the contact and acknowledgement for the Knights of Columbus in his district. Director Poole assured Trustee Bealer that they would be sure it is attended to. Trustee June commented that Inclusion was really nice in Butterfield Park District this summer. Trustee Racanelli apologized for being late and then thanked and commended the NEDSRA staff on their excellent efforts and quick responses in inclusion.

13. **Motion to Convene into Closed Meeting at 2:27 PM.**
    a. A motion was made by Trustee Leno and seconded by Trustee Knautz for approval to convene into Closed Session for the purposes of discussing issues related to the appointment, employment, compensation, discipline, performance or dismissal of personnel pursuant to the Open Meetings Act, 5 ILCS 120/2/(c)(1). On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District. Motion passed with 11 ayes and 0 nays.

14. **Closed Meeting.**

15. **Reconvene to Open Meeting at 2:38 PM.**
    Trustee Leno stated that before preceding to taking action on closed meeting items, a correction to the minutes from June 14, 2018 should be made. There were six Trustees present in Executive Session, not eight as written in the minutes. It was so noted and Chairman Friedrichs said that the correction would be made.

    a. The Board took action on items discussed in Closed Session pursuant to Section 29(c)(1) of the Open Meetings Act.
        i. A motion was made by Trustee Leno and a second by Trustee Bealer to approve and release minutes and destroy recordings of Personnel Committee Closed Meetings held on May 3, 2006, May 16, 2006, November 8, 2006, March 13, 2007 and March 21, 2007. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District. Motion passed with 11 ayes and 0 nays.

        A motion was made by Trustee Leno and a second by Trustee Bealer to approve and release minutes and destroy recordings of Personnel Open Committee Meetings held on November 8, 2006 and March 21, 2007. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District. Motion passed with 11 ayes and 0 nays.

        A motion was made by Trustee Leno and a second by Trustee Bealer to approve and release minutes and destroy recordings of Board of Trustees Closed Meetings held on December 6, 2016 and April 4, 2007. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park;

Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District. Motion passed with 11 ayes and 0 nays.

ii. A motion was made by Trustee Leno and a second by Trustee Bealer to destroy recordings of minutes approved, but not released at prior meetings, of Board of Trustees Closed Meetings held on January 6, 2016, April 13, 2016, May 18, 2016, May 26, 2016, June 1, 2016, June 13, 2016, June 15, 2016, June 20, 2016, September 7, 2016. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District. Motion passed with 11 ayes and 0 nays.

iii. A motion was made by Trustee Leno and a second by Trustee Bealer to approve but not release Board of Trustees Closed Meeting Minutes regarding personnel items held on May 2, 2018 and June 14, 2018. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District. Motion passed with 11 ayes and 0 nays.

b. A motion was made by Trustee Leno and a second by Trustee Ellmann to increase the Executive Director's compensation by 3%, retroactive to May 1, 2018 for his 2017/18 performance. On a roll call vote, voting aye: Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Trustee Racanelli, Village of Villa Park. Motion passed with 11 ayes and 0 nays.

16. **Next Meeting Date:** Wednesday, November 14, 2018. 1:30 pm at the NEDSRA offices.

17. **Adjournment:** Chairperson Friedrichs stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Leno and a second by Trustee Bealer. The motion passed unanimously on a voice vote with 8 ayes and no nays. The meeting was adjourned at 2:43 p.m.

Respectfully submitted,

Susan Martellotta, Recording Secretary

Paul Friedrichs, Chairperson

Matt Ellmann, Board Secretary

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Board of Trustees Executive Committee Meeting Minutes
Wednesday, October 3, 2018, 1:00 PM
NEDSRA Administrative Office - 1770 W. Centennial Place, Addison, IL 60101

1. Call to Order: Chairman Friedrichs called the meeting to order at 1:00 p.m.

2. Roll Call was taken.

   Members Present: Paul Friedrichs, Lombard Park District
   Bruce Baum, Medinah Park District
   Matt Ellmann, Wood Dale Park District (departed at 1:57pm)
   Maryfran Leno, Itasca Park District

   No Committee members were absent.

   Staff Present: Rick Poole, Executive Director
   Jerry Barton, Superintendent of Recreation
   Sue Martellotta, Executive Assistant to the Director

3. Business Items:
   a. Review and discussion of NEDSRA Inclusion program.
   Director Poole stated the reason for the review of the inclusion funding was to have a plan in the event the state grant money ends. Superintendent presented three options providing additional detail to what was presented at the June 2018 Board meeting, referring to the handout each committee member was given. Chairman Friedrichs asked to clarify that there would be one option which would set aside 7% of contributions for inclusion and variations of that formula. Discussion took place on the dollar amounts that would be refunded and whether or not districts would want to receive refunds. Chairman Friedrichs stated that he would not want any money refunded to his district. Trustee Leno recommended that all payroll taxes be included in the cost analysis. She also recommended that something be adopted stating that it to be put in place if and when state funding discontinued. Trustee Leno asked if Inclusion was reported as a grant expense. Sue Martellotta responded that a portion of administrative salaries are included and program expenses. Going forward due to the structure of NEDSRA general ledger account numbers, the amounts will be specific to inclusion costs. A suggestion was made to require a certain percentage, for example 10%, be set aside from member partner contributions and that be applied towards all inclusion expenses. Staff were requested to compile numbers to ascertain what percentage is inclusion costs. There was discussion on what would be involved for partners exceeding the percentage and the different reasons that inclusion is higher than in some then in other partners. Trustee Leno recommended information be researched as to the numbers on costs per program and exactly what makes up the costs to determine the bottom line on each. Chairman Friedrichs asked about the status of the state grant. Sue Martellotta stated that the grant is a modification of the 2018 grant for $244,400 and the agency will be reporting on expenses slightly differently than in prior years. Executive Director Poole mentioned that the agency reports inclusion expenses for the grant, however it is not specifically in the NEDSRA Vision Statement. Chairman Friedrichs requested a date be set for a follow-up Executive Committee meeting. He will send out an email to gather availability from the Committee. Trustee Ellmann had to excuse himself to attend another meeting at this time.

b. Review and discussion of Synergy program.
Director Poole stated that NEDSRA participants enrolled in Synergy is waning. Superintendent and he have set up meetings with WDSRA and other SRA's to discuss the distribution of funding this program. Director Poole said that if he cannot get the other four SRA's to come to the table to work out an equitable means of funding, next year in October, NEDSRA will no longer be part of Synergy. Trustee Leno expressed that there be board members from the other SRA's be aware of their respective participation in Synergy. Director Poole spoke about what he will discuss at the meeting with the SRA directors. There was discussion on other options for adaptive sports cooperatives. Chairman Friedrichs asked Director Poole to provide a verbal report on the meeting he has at the November Board of Trustees meeting.

4. Other business:
Director Poole stated that Steve Muenz will no longer be the Addison Park District representative on the NEDSRA Board. There will be a letter submitted to NEDSRA stating that Waseem Khan will be the interim representative from Addison.

5. Motion to adjourn was made by Trustee Baum and a second made by Trustee Leno. The NEDSRA Board of Trustees Executive Committee meeting was adjourned at 2:27 p.m.

Respectfully submitted,

Susan Martellotta, Recording Secretary

Paul Friedrichs, Chairperson

Matt Ellmann, Board Secretary

HOLIDAY PARTY WITH Santa

Santa has scheduled a special day to start the holiday season off with a big Ho-Ho-Ho! The Big Man will join us after we spend the morning celebrating the season by creating some arts and crafts, singing holiday songs, and enjoying a delicious hot lunch. Santa's been dropping some hints that he will even be handing out presents to the good girls and boys on his list! Be sure to join us for this popular event that is sure to get you in the holiday spirit.

Age	Day	Date	Time	Res. Fee
2 - 12	Sat	Dec. 1	11:30 am - 1:00 pm	FREE

Registration deadline: November 16

JOIN US FOR A **BBQ**

June 8th
FUNDRAISER

BBQ BASH!

RAFFLES!
ACTIVITIES!
BAGS TOURNAMENT!
LOCAL BEER!
& MORE!

NEW LOCATION!
Terrace View Park
Oakbrook Terrace, IL

Check out the BBQ Bash Facebook event page for more information!

100% of the proceeds from this fundraiser goes to support NEDSRA's year-round programs and services for individuals with disabilities.

Questions? Call NEDSRA: 630-620-4500

Invitation to 2018 Member Partner Holiday Gathering

1770 West Centennial Place
Addison, Illinois 60101
Ph. 630.620.4500 Fax 630.620.4598
www.nedsra.org

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Lara Batten, Business Services
Date: October 5th, 2018
Re: Financial Statements for Period Ending 08/31/2018

Net revenue over expenses is higher than last year at this time due to the timing of member partner contribution payments.

	08/31/2018 YTD Actual	2018/19 Budget	08/31/2017 YTD Actual
Revenue	$1,228,662.84	$2,346,609	$1,149,700.62
Expenses	$777,955.93	$2,242,153	$809,600.25
Net Revenue/Expenses *	**$450,706.91**	**$104,456**	**$340,100.37**

General Fund	08/31/2018 YTD Actual	2018/19 Budget
Beginning Balance	$1,019,469.71	$1,019,469.71
*** Increase/Decrease**	450,706.91	$104,456
Ending General Fund Balance (Unaudited)	**$1,470,176.62**	**$1,123,925.71**

Northeast DuPage Special Recreation Association
Check List Summary
MB Financial - Operating #4960
August 1, 2018 - August 31, 2018

Check Number	Check Date	Payee		Amount
Vendor Checks				
51890	08/03/18	Parks & Recreation Foundation-Addison PD		300.00
51891	08/09/18	Ashley, Lisa		580.00
51892	08/09/18	AT&T		149.26
51893	08/09/18	ComEd		1,860.57
51894	08/09/18	Illinois Director of Employment Security		1,269.00
51895	08/09/18	NICOR		125.26
51896	08/09/18	Orkin		92.12
51897	08/09/18	Park District Risk Management Agency		14,581.55
51898	08/09/18	Sikich LLP		7,000.00
51899	08/09/18	TechPro, Inc.		1,068.50
51900	08/09/18	Titan Image Group, Inc.		1,917.00
51900	08/09/18	Titan Image Group, Inc.		(1,917.00)
51901	08/09/18	Warehouse Direct Workplace Solutions		282.81
51902	08/14/18	Sentry Security, Inc.		154.00
51903	08/24/18	Addison Park District-Centennial Rec Center		1,003.00
51904	08/24/18	All Suburban Plumbing & Sewer Service Inc		795.00
51905	08/24/18	Allied Garage Door Inc.		222.75
51906	08/24/18	American Litho		3,746.00
51907	08/24/18	Ashley, Lisa		280.00
51908	08/24/18	Robbins Schwartz Nicholas Lifton & Taylor		150.00
51909	08/24/18	Sikich LLP		1,200.00
51910	08/24/18	Special Unlimited		843.20
51911	08/24/18	Pitney Bowes Global Financial Services LLC		1,033.64
51912	08/31/18	Superior Service Solutions, Inc		480.00
51913	08/31/18	Warehouse Direct Workplace Solutions		1,790.57
51932	08/22/18	Titan Image Group, Inc.		1,917.00
09032018	08/27/18	BMO Harris P-Card		19,312.93
2018/08/09	08/09/18	Konica Minolta Premier Finance		351.69
2018/08/23	08/23/18	Konica Minolta Premier Finance		351.69
8/02/2018	08/02/18	Paychex		513.55
8/03/2018	08/03/18	AFLAC		20.04
8/15/2018	08/15/18	WageWorks		104.00
8/15/2018	08/15/18	Paychex		497.97
8/15/2018	08/15/18	Paychex		77.24
8/16/2018	08/16/18	AFLAC		20.04
8/2/2018	08/02/18	Paychex		73.35
8/29/2018	08/29/18	Paychex		73.35
8/29/2018	08/29/18	Paychex		420.10
			Vendor Check Total	62,740.18
			Check List Total	62,740.18

Check count = 38

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
August 1, 2018 - August 31, 2018

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Parks & Recreation Foundation-Addison PD			08/03/18	51890	300.00
58930	Miscellaneous Expenses:Director's Administ. Fund	Parks & Recreation Foundation-Addison PD	300.00		
Ashley, Lisa			08/09/18	51891	580.00
54305	TREC/School/CA	Ashley, Lisa - July 2018	580.00		
AT&T			08/09/18	51892	149.26
58100	Utilities:Telephones/Internet	AT&T - Inv # 630916686007	149.26		
ComEd			08/09/18	51893	1,860.57
58200	Utilities:Electricity	ComEd (Services for 6/22 - 7/25)	1,860.57		
Illinois Director of Employment Security			08/09/18	51894	1,269.00
52100	Unemployment Compensation	Illinois Director of Employment Security	1,269.00		
NICOR			08/09/18	51895	125.26
58300	Utilities:Natural Gas	NICOR - July Services	125.26		
Orkin			08/09/18	51896	92.12
54400	Maintenance/Contractual Agreements	Orkin (August Service)	92.12		
Park District Risk Management Agency			08/09/18	51897	14,581.55
51600	Payroll:Health Insurance	Park District Risk Management Agency (July Contributions)	14,581.55		
Sikich LLP			08/09/18	51898	7,000.00
53700	Auditor	Sikich LLP - Audit Services (YE 4/30/18)	7,000.00		
TechPro, Inc.			08/09/18	51899	1,068.50
53900	Professional Consultants	TechPro, Inc. - Inv # 245573	168.50		
53900	Professional Consultants	TechPro, Inc. - Inv # 245574	900.00		
Titan Image Group, Inc.			08/09/18	51900	1,917.00
66046	Golf Classic Fund Raising:Printing	Titan Image Group, Inc. - Inv # 54333	1,917.00		
Titan Image Group, Inc.			08/09/18	51900	(1,917.00)
66046	Golf Classic Fund Raising:Printing	VOID CHECK # 51900	-1,917.00		
Warehouse Direct Workplace Solutions			08/09/18	51901	282.81
58500	Maintenance Expenses	Inv # 3956423, 3963454, 3972957	102.18		
53400	Office Supplies & Duplicating	Inv # 3977165, 3974914	180.63		
Sentry Security, Inc.			08/14/18	51902	154.00
54400	Maintenance/Contractual Agreements	Sentry Security, Inc. (Inv # 226807)	154.00		
Addison Park District-Centennial Rec Center			08/24/18	51903	1,003.00
58500	Maintenance Expenses	Gym Floor Cleaning & Finish	1,003.00		
All Suburban Plumbing & Sewer Service Inc			08/24/18	51904	795.00
58500	Maintenance Expenses	Sewer Line Repair	795.00		
Allied Garage Door Inc.			08/24/18	51905	222.75
58500	Maintenance Expenses	Allied Garage Door Inc.	222.75		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
August 1, 2018 - August 31, 2018

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
American Litho			08/24/18	51906	3,746.00
53220	Brochure	American Litho - Job # 253576	3,746.00		
Ashley, Lisa			08/24/18	51907	280.00
54305	TREC/School/CA	Ashley, Lisa - August 2018	280.00		
Robbins Schwartz Nicholas Lifton & Taylor			08/24/18	51908	150.00
53800	Legal Services	Robbins Schwartz Nicholas Lifton & Taylor	150.00		
Sikich LLP			08/24/18	51909	1,200.00
53700	Auditor	Sikich LLP	1,200.00		
Special Unlimited			08/24/18	51910	843.20
66049	Golf Classic Fund Raising:Supplies	Special Unlimited	843.20		
Pitney Bowes Global Financial Services LLC			08/24/18	51911	1,033.64
53100	Postage Expense	Pitney Bowes Global Financial Services LLC	1,033.64		
Superior Service Solutions, Inc			08/31/18	51912	480.00
58500	Maintenance Expenses	Superior Service Solutions, Inc	480.00		
Warehouse Direct Workplace Solutions			08/31/18	51913	1,790.57
58500	Maintenance Expenses	Warehouse Direct Workplace Solutions	1,790.57		
Titan Image Group, Inc.			08/22/18	51932	1,917.00
66046	Golf Classic Fund Raising:Printing	Titan Image Group, Inc. - Inv # 54333	1,917.00		
BMO Harris P-Card			08/27/18	09032018	19,312.93
12000	Accounts Receivable	BMO Harris P-Card-Disputed Charge-Credit on Oct Invoice	640.41		
53300	Meeting Related Expenses	BMO Harris P-Card	119.50		
53400	Office Supplies & Duplicating	BMO Harris P-Card	79.00		
53500	Program Supplies	BMO Harris P-Card	42.45		
53501	Program Supplies:Rec Special Events	BMO Harris P-Card	52.22		
53502	Program Supplies:AID	BMO Harris P-Card	1,681.77		
53503	Program Supplies:APD/YAR	BMO Harris P-Card	422.42		
53504	Program Supplies:Youth & Sensory	BMO Harris P-Card	64.28		
53505	Program Supplies:TREC/School/CA	BMO Harris P-Card	290.12		
53506	Program Supplies:Special Olympics	BMO Harris P-Card	115.96		
53507	Program Supplies:Camp	BMO Harris P-Card	436.93		
53508	Program Supplies:Trips	BMO Harris P-Card	2,634.01		
53530	HMHB Program Supplies	BMO Harris P-Card	94.24		
53602	AID	BMO Harris P-Card	1,163.92		
53603	APD/YAR	BMO Harris P-Card	1,438.65		
53605	TREC/School/CA	BMO Harris P-Card	292.64		
53606	Special Olympics	BMO Harris P-Card	342.00		
53607	Camp	BMO Harris P-Card	124.25		
53608	Trips	BMO Harris P-Card	2,153.26		
53630	HMHB Admissions & Facility Space	BMO Harris P-Card	11.00		
53650	Program Equipment	BMO Harris P-Card	10.00		
55180	Promotional Marketing	BMO Harris P-Card	228.78		
55200	Subscription & Publication	BMO Harris P-Card	115.85		
56000	Continuing Education	BMO Harris P-Card	80.00		
56100	Professional Memberships	BMO Harris P-Card	570.00		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
August 1, 2018 - August 31, 2018

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	1,393.17		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	1,632.25		
58100	Utilities:Telephones/Internet	BMO Harris P-Card	1,402.95		
58850	Restricted Donation Expense	BMO Harris P-Card - Sensory	100.18		
58850	Restricted Donation Expense	BMO Harris P-Card - TREC	1,528.17		
66049	Golf Classic Fund Raising:Supplies	BMO Harris P-Card	52.55		
Konica Minolta Premier Finance			08/09/18	2018/08/09	351.69
54400	Maintenance/Contractual Agreements	Konica Minolta Premier Finance - Inv # 361824170	351.69		
Konica Minolta Premier Finance			08/23/18	2018/08/23	351.69
54400	Maintenance/Contractual Agreements	Konica Minolta Premier Finance	351.69		
Paychex			08/02/18	8/02/2018	513.55
54000	Payroll Services - Contract	Paychex	513.55		
AFLAC			08/03/18	8/03/2018	20.04
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC	20.04		
WageWorks			08/15/18	8/15/2018	104.00
51600	Payroll:Health Insurance	WageWorks - Inv # 875414	104.00		
Paychex			08/15/18	8/15/2018	497.97
54000	Payroll Services - Contract	Paychex - Inv # 93580	497.97		
Paychex			08/15/18	8/15/2018	77.24
54000	Payroll Services - Contract	Paychex - Inv # 93592	77.24		
AFLAC			08/16/18	8/16/2018	20.04
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC - Inv # 798176	20.04		
Paychex			08/02/18	8/2/2018	73.35
54000	Payroll Services - Contract	Paychex	73.35		
Paychex			08/29/18	8/29/2018	73.35
54000	Payroll Services - Contract	Paychex - Inv # 94389	73.35		
Paychex			08/29/18	8/29/2018	420.10
54000	Payroll Services - Contract	Paychex- Inv # 94346	420.10		
				Check List Total	62,740.18

Check count = 38

Cardholder Name		Date	Supplier - Name	Transaction - Business Justification	Amount	Account Code	Account Total
Tessa	Longo	08/08/2018	Verizon Wrls M0179-01	Disputed charge. Credit on October invoice	640.41	12000	640.41
Sean	Fritsch	08/03/2018	Shoeless Joes Ale Hous	Camp Meeting Meal	119.50	53300	119.50
Susan J	Martellotta	08/01/2018	Jet.Com	Front office equipment	79.00	53400	79.00
Jerry	Barton	08/20/2018	Floormarx, Llc	Gym Floor Markers	42.45	53500	42.45
Sean	Fritsch	07/28/2018	Wal-Mart #5442	Fiesta Program Supplies	52.22	53501	52.22
Kim	Caligiuri	08/02/2018	New China Restauran	Bowl Appetit Supplies	74.49	53502	
Kim	Caligiuri	08/23/2018	Culvers Of Addison	Bowl Appetit Supplies	78.26	53502	
Kim	Caligiuri	08/17/2018	Cilantro Taco Grill	Bowl Appetit Supplies	82.77	53502	
Kim	Caligiuri	08/09/2018	Franky S Red Hots	Bowl Appetit Supplies	99.94	53502	
Robert	Griffin	08/18/2018	Red Mango - 0116	53502-Progressive Dinner Supplies	15.50	53502	
Robert	Griffin	07/31/2018	Wal-Mart #5442	53502-Cooking Basics Supplies	31.69	53502	
Robert	Griffin	08/19/2018	Peanuts Bar And Grill	53502-Progressive Dinner Supplies	71.85	53502	
Robert	Griffin	07/29/2018	Wm Supercenter #5442	53502-White Sox Tailgate Supplies	100.46	53502	
Robert	Griffin	07/28/2018	Tree Guys Pizza Pub	53502-SNC Supplies	124.80	53502	
Robert	Griffin	08/16/2018	Wal-Mart #5442	53502-All Social Club Movie in the Park Supplies	159.96	53502	
Robert	Griffin	08/18/2018	Tst* Q-Bbq Naperville	53502-Progressive Dinner Supplies	160.06	53502	
Amanda	Hagen	08/16/2018	Wal-Mart #5442	Supplies for All Socail Club Event	17.06	53502	
Amanda	Hagen	07/31/2018	Mars Cheese Castle Kit	Ice cream Supplies for Day Trippers	27.29	53502	
Amanda	Hagen	08/21/2018	Portillos Hot Dogs #4	Lunch for ppt and Staff	61.17	53502	
Tessa	Longo	08/02/2018	Applebees 98491228	Traveling Tourists lunch supply (AppleBees)	161.22	53502	
Lori	Miller	08/24/2018	Wm Supercenter #5442	Addison Parade Candy and Water	32.26	53502	
Debbi	Pawinski	08/14/2018	Culvers Of Addison	Cinema Tuesday and Lunch Meals	64.32	53502	
Debbi	Pawinski	08/07/2018	Aurelios Pizza - Addi	Cinema Tuesday and Lunch Meals	83.43	53502	
Sharon	Pearce	08/19/2018	Nardi S Tower Of Pizza	Bowling Bonanza Meals	45.00	53502	
Sean	Tovey	08/23/2018	Six Flags Great Americ	Great America Meals Purchase	190.24	53502	1,681.77
Colleen	Cline	08/03/2018	Wal-Mart #5442	Adaptive Cooking and Yard Games Meal	24.38	53503	
Carrie	Henry	08/22/2018	Bongo Room - Wabash	Breakfast for staff while on the Windy City Overnight	53.80	53503	
Carrie	Henry	08/20/2018	Pittsfield Cafe Ltd	Lunch for Staff at Pittsfield for the Windy City Overnight	54.73	53503	
Carrie	Henry	08/20/2018	Giordano S Prudential	Dinner at Giordano's Pizza for the Windy City Overnight	60.00	53503	
Carrie	Henry	08/21/2018	Wildberry Cafe Iii	Breakfast for staff while on the Windy City Overnight	66.08	53503	
Carrie	Henry	08/21/2018	Bubba Gump Chicago	Lunch for staff at Bubba Gumps during the Windy City Overnight	101.60	53503	
Tessa	Longo	08/20/2018	Exxonmobil 99599748	Program supply (Bag of ice) for Windy City Overnight	2.13	53503	
Debbi	Pawinski	08/12/2018	Dappers Restaurant	Social Connections Meals	59.70	53503	422.42
Kristen	Chereso	08/22/2018	Wm Supercenter #5442	Sensory Station Supplies	19.16	53504	
Sean	Fritsch	08/08/2018	Wholefds Elm #10569	4H Participant Snack Supplies	8.78	53504	
Sean	Fritsch	08/08/2018	Wal-Mart #5442	4H Participant Snack Supplies	16.13	53504	
Sean	Fritsch	07/31/2018	Wal-Mart #5442	Cooking Crew Participant Meal Supplies	18.33	53504	
Tessa	Longo	08/17/2018	Wm Supercenter #5442	Sensory Station supply (Bubble Tube water)	1.88	53504	64.28
Megan	Czachorski	08/24/2018	Wm Supercenter #5442	TREC PPT Supplies	4.22	53505	
Megan	Czachorski	08/02/2018	Wal-Mart #5442	TREC PPT Supplies	8.97	53505	
Megan	Czachorski	08/23/2018	Wm Supercenter #5442	TREC PPT Admissions	19.97	53505	
Megan	Czachorski	08/09/2018	Wal-Mart #5442	TREC PPT Supplies	46.71	53505	
A Maggie	Goode	08/10/2018	Kilwins Geneva	TREC PPT Supplies	13.86	53505	
A Maggie	Goode	08/24/2018	Walgreens #5468	TREC PPT Supplies	16.75	53505	
A Maggie	Goode	08/10/2018	Doughocracy - Geneva	TREC PPT Supplies	32.25	53505	
Robert	Griffin	08/19/2018	Wm Supercenter #5442	53505-Theatre Reunion Supplies	33.80	53505	
Maggie	Resillez	08/01/2018	Wm Supercenter #1553	TREC PPT Supplies	21.04	53505	

Cardholder Name		Date	Supplier - Name	Transaction - Business Justification	Amount	Account Code	Account Total
Kristen	Robertson	07/29/2018	Aldi 40028	TREC PPT Supplies	25.31	53505	
Kristen	Robertson	08/06/2018	Wal-Mart #5442	TREC PPT Supplies	32.56	53505	
Kristen	Robertson	08/18/2018	Aldi 40028	TREC PPT Supplies	34.68	53505	290.12
Sean	Tovey	08/24/2018	Www.Reservations.Com	Special Olympics Outdoor Sports Festival Boarding (100% refunded)	115.96	53506	115.96
Jacob	Boyko	08/01/2018	Dollar Tree	Camp Program Supplis	3.00	53507	
Jacob	Boyko	08/03/2018	Dollar Tree	Camp Program Supplis	17.00	53507	
Jacob	Boyko	08/02/2018	Wm Supercenter #5442	Camp Program Supplis	36.87	53507	
Nedsra	Camp	08/01/2018	Wal-Mart #5352	Camp Program Supplis	(12.97)	53507	
Nedsra	Camp	08/01/2018	Wm Supercenter #5352	Camp Program Supplis	2.73	53507	
Nedsra	Camp	08/01/2018	Wm Supercenter #5352	Camp Program Supplis	22.11	53507	
Nedsra	Camp	08/01/2018	Wm Supercenter #5352	Camp Program Supplis	33.86	53507	
Nedsra	Camp	08/02/2018	Wal-Mart #1553	Camp Program Supplis	57.69	53507	
Nedsra	Camp	08/10/2018	Bacci Pizza (Bensenvil	Camp Program Supplis	104.24	53507	
Nesdra	Camp 2	07/30/2018	Walgreens #4252	Camp Program Supplis	10.20	53507	
Nesdra	Camp 2	07/31/2018	Wal-Mart #1553	Camp Program Supplis	11.10	53507	
Nesdra	Camp 2	08/06/2018	Wal-Mart #1848	Camp Program Supplis	14.27	53507	
Nesdra	Camp 2	08/03/2018	Wal-Mart #1553	Camp Program Supplis	17.88	53507	
Nesdra	Camp 2	08/10/2018	Dairy Queen #18614 Qps	Camp Program Supplis	40.82	53507	
Nesdra	Camp 2	07/30/2018	Joann Stores #2198	Camp Program Supplis	78.13	53507	436.93
Colleen	Cline	08/04/2018	Wal-Mart #5442	Cape Cod Trip Supplies	8.24	53508	
Colleen	Cline	08/05/2018	Simply Divine Pizza Co	Cape Cod Trip Meals	39.30	53508	
Colleen	Cline	08/10/2018	Shaws - Osco #0603	Cape Cod Trip Supplies	43.33	53508	
Colleen	Cline	08/05/2018	Simply Divine Pizza Co	Cape Cod Trip Meals	54.23	53508	
Colleen	Cline	08/04/2018	Hardee S 1500717 Qps	Cape Cod Trip Meals	97.17	53508	
Colleen	Cline	08/11/2018	Wendy S-Altoona#23	Cape Cod Trip Meals	97.80	53508	
Colleen	Cline	08/06/2018	Shuckers	Cape Cod Trip Meals	100.00	53508	
Colleen	Cline	08/08/2018	Chowder Co & The Loft	Cape Code Trip Meals	104.00	53508	
Colleen	Cline	08/07/2018	Ruggies Breakfast And	Cape Cod Trip Meals	126.82	53508	
Colleen	Cline	08/06/2018	Wal-Mart #3561	Cape Cod Trip Supplies	155.24	53508	
Colleen	Cline	08/08/2018	Chowder Co & The Loft	Cape Cod Trip Meals	199.00	53508	
Colleen	Cline	08/06/2018	Shaws - Osco #0603	Cape Cod Trip Supplies	202.14	53508	
Colleen	Cline	08/09/2018	Sq *sq *shirts N Stuff	Cape Cod Trip Souvenirs	259.87	53508	
Colleen	Cline	08/10/2018	Pilot House Restaurant	Cape Cod Trip Meals	260.35	53508	
Colleen	Cline	08/04/2018	Lake Effect Diner	Cape Cod Trip Meals	283.50	53508	
Colleen	Cline	08/03/2018	Wm Supercenter #5442	Cape Code Trip Supplies	298.02	53508	
Colleen	Cline	08/06/2018	Shuckers	Cape Cod Trip Meals	305.00	53508	2,634.01
Donna	Sebok	08/23/2018	Wm Supercenter #5442	HMHB Monthly Program Supplies	94.24	53530	94.24
Kim	Caligiuri	08/16/2018	Stardust Bowl Of A	Bowl Appetit Admissions	24.75	53602	
Kim	Caligiuri	08/23/2018	Stardust Bowl Of A	Bowl Appetit Admissions	36.00	53602	
Kim	Caligiuri	08/09/2018	Stardust Bowl Of A	Bowl Appetit Admissions	36.00	53602	
Kim	Caligiuri	08/02/2018	Stardust Bowl Of A	Bowl Appetit Admissions	36.00	53602	
Beth	Corso	08/01/2018	Chicago Blackhawks	53602-Blackhawks Game Deposit	264.60	53602	
Amanda	Hagen	08/21/2018	Addison Cinemas-2302	Movie Admissions for Day Trippers	30.00	53602	
Debbi	Pawinski	08/07/2018	Addison Cinemas-2302	Cinema Tuesday and Lunch Admissions	35.00	53602	
Debbi	Pawinski	08/14/2018	Addison Cinemas-2302	Cinema Tuesday and Lunch Admissions	40.00	53602	
Debbi	Pawinski	07/28/2018	2 - Lou Malnatis Pizze	Saturday Cruisers	143.30	53602	
Sharon	Pearce	08/19/2018	Stardust Bowl Of A	Bowling Bonanza Bowling Admissions	60.75	53602	

Cardholder Name		Date	Supplier - Name	Transaction - Business Justification	Amount	Account Code	Account Total
Sean	Tovey	08/22/2018	Jewel-Osco	Great America Tickets Purchase	457.52	53602	1,163.92
Carrie	Henry	07/28/2018	Lake County Fair	Admissions for the Lake County Fair	111.43	53603	
Carrie	Henry	08/13/2018	Kane County Cougars	Tickets for Baseball Movers to Kane County Cougars	122.00	53603	
Carrie	Henry	08/22/2018	Chicago South Loop Hot	Hotel cost for room 2 at Windy City Overnight	255.92	53603	
Carrie	Henry	08/22/2018	Chicago South Loop Hot	Hotel cost for room 1 for Windy City Overnight	279.40	53603	
Carrie	Henry	08/22/2018	Chicago South Loop Hot	Hotel cost for room 3 at the Windy City Overnight	279.40	53603	
Carrie	Henry	08/21/2018	Shedd Aquarium	Shedd Aquarium admissions for staff/ppts	390.50	53603	1,438.65
Megan	Czachorski	08/10/2018	Picture Show Bloomingd	TREC PPT Supplies	7.25	53605	
Megan	Czachorski	08/10/2018	Fandango.Com	TREC PPT Admissions	12.50	53605	
Megan	Czachorski	08/10/2018	Fandango.Com	TREC PPT Admissions	22.50	53605	
Megan	Czachorski	08/03/2018	Cicis Of Naperville	TREC PPT Admissions	77.64	53605	
A Maggie	Goode	08/09/2018	Metra Villa Park	TREC PPT Admissions	75.50	53605	
Kristen	Robertson	08/08/2018	Stardust Bowl Of A	TREC PPT Admissions	27.50	53605	
Kristen	Robertson	08/15/2018	Fish Lake Beach Campin	TREC PPT Admissions	29.75	53605	
Kristen	Robertson	08/15/2018	Fish Lake Beach Campin	TREC PPT Admissions	40.00	53605	292.64
Sharon	Pearce	08/18/2018	Wood Dale Bowl	Huskies Bowling Admissions	48.00	53606	
Sharon	Pearce	08/11/2018	Wood Dale Bowl	Huskies Bowling Admissions	84.00	53606	
Sharon	Pearce	08/04/2018	Wood Dale Bowl	Huskies Bowling Admissions	96.00	53606	
Sharon	Pearce	07/28/2018	Wood Dale Bowl	Huskies Bowling Admissions	114.00	53606	342.00
Jacob	Boyko	07/31/2018	Stardust Bowl Of A	Camp Field Trip Admissions	27.00	53607	
Nedsra	Camp	07/31/2018	Bensenville Park Dis	Camp Field Trip Admissions	36.50	53607	
Nesdra	Camp 2	08/10/2018	Stardust Bowl Of A	Camp Field Trip Admissions	40.50	53607	
Caylie	Morton	07/31/2018	Stardust Bowl Of A	Camp Field Trip Admissions	20.25	53607	124.25
Beth	Corso	08/11/2018	Drury Inns	53608-To the CAPE! PPT Lodging	(113.99)	53608	
Beth	Corso	08/08/2018	Steamship Authority/Po	53608-To the CAPE! Admissions	104.00	53608	
Beth	Corso	08/11/2018	Drury Inns	53608-To the CAPE! PPT Lodging	113.99	53608	
Beth	Corso	08/11/2018	Drury Inns	53608-To the CAPE! PPT Lodging	113.99	53608	
Beth	Corso	08/11/2018	Drury Inns	53608-To the CAPE! PPT Lodging	113.99	53608	
Beth	Corso	08/11/2018	Drury Inns	53608-To the CAPE! PPT Lodging	113.99	53608	
Beth	Corso	08/11/2018	Drury Inns	53608-To the CAPE! PPT Lodging	113.99	53608	
Beth	Corso	08/02/2018	Bb *baseballhallfame	53608-To the CAPE! Admissions	175.50	53608	
Beth	Corso	08/05/2018	Holiday Inn Express Ch	53608-To the CAPE! PPT Lodging	226.36	53608	
Beth	Corso	08/05/2018	Holiday Inn Express Ch	53608-To the CAPE! PPT Lodging	226.36	53608	
Beth	Corso	08/05/2018	Holiday Inn Express Ch	53608-To the CAPE! PPT Lodging	226.36	53608	
Beth	Corso	08/05/2018	Holiday Inn Express Ch	53608-To the CAPE! PPT Lodging	226.36	53608	
Beth	Corso	08/05/2018	Holiday Inn Express Ch	53608-To the CAPE! PPT Lodging	226.36	53608	
Beth	Corso	08/08/2018	Island Queen	53608-To the CAPE! Admissions	286.00	53608	2,153.26
Donna	Sebok	08/23/2018	Squ*sq *cascade Drive-	HMHB Monthly Program Admission	11.00	53630	11.00
Tessa	Longo	08/08/2018	Five Below 712	Sensory Station equipment (Tactile Wall)	10.00	53650	10.00
Kristen	Chereso	08/08/2018	Facebk Htddegsfu2	Facebook Ad - Sensory Station	21.16	55180	
Kristen	Chereso	08/21/2018	Facebk Afe4hh6fu2	Facebook Ad - Sensory Station	50.00	55180	
Kristen	Chereso	08/24/2018	Sp * Smove Stabilizers	Media	157.62	55180	228.78
Kristen	Chereso	08/25/2018	Stk*bigstockphoto.Com	Marketing Marterials Subscription	59.00	55200	
Susan J	Martellotta	07/28/2018	Adobe *creative Cloud	Graphics subscription	31.86	55200	
Nedsra	Nedsra1	08/05/2018	Signupgenius	Volunteer subscription	24.99	55200	115.85
Rick	Poole	07/31/2018	National Recreation &	CPRP Renewal Fee	60.00	56000	
Sean	Tovey	08/14/2018	Park District Risk Man	PDRMA Training Registration	20.00	56000	80.00

Cardholder Name		Date	Supplier - Name	Transaction - Business Justification	Amount	Account Code	Account Total
Kristen	Chereso	07/31/2018	Lombard Chamber Of Com	Agency Membership	400.00	56100	
Susan J	Martellotta	08/09/2018	Citytech	Public Salary Membership	100.00	56100	
Sean	Tovey	08/10/2018	National Recreation &	CPRP Renewal	70.00	56100	570.00
Colleen	Cline	08/04/2018	Sunoco 0791602600 Qps	Vehicle Fuel	57.86	57100	
Colleen	Cline	08/05/2018	Sunoco 0267000800 Qps	Vehicle Fuel	68.75	57100	
Colleen	Cline	08/11/2018	Bp#9822164tarrytownqps	Vehicle Fuel	77.51	57100	
Colleen	Cline	08/12/2018	Sunoco 0733186100 Qps	Vehicle Fuel	92.42	57100	
Colleen	Cline	08/04/2018	Sunoco 0140792301 Qps	Vehicle Fuel	100.00	57100	
Colleen	Cline	08/09/2018	Stp&shpfuel0425	Vehicle Fuel	110.00	57100	
Colleen	Cline	08/11/2018	Pocasset Auto Service	Vehicle Fuel	131.55	57100	
Colleen	Cline	08/11/2018	Get Go #3205	Vehicle Fuel	145.00	57100	
Beth	Corso	08/05/2018	Sunoco 0267000800 Qps	57100-To the CAPE! Gas	3.00	57100	
Beth	Corso	08/05/2018	Exxonmobil 99501975	57100-To the CAPE! Gas	50.00	57100	
Beth	Corso	08/05/2018	Gulf Oil 92038826	57100-To the CAPE! Gas	76.02	57100	
Robert	Griffin	07/28/2018	Shell Oil 57444165609	57100-Gas	65.02	57100	
Carrie	Henry	08/22/2018	Lincoln Park Zoo Parki	Parking for the Lincoln Park Zoo at the Windy City Overnight	25.00	57100	
Carrie	Henry	08/07/2018	Abm Navy Pier 2006	Parking Fee for Spirit Cruise Van 1	33.00	57100	
Carrie	Henry	08/07/2018	Abm Navy Pier 2006	Parking Fee for Spirit Cruise Van 2	33.00	57100	
Carrie	Henry	08/21/2018	Park Chicago Mobile	Parking for the 3 days	100.00	57100	
Susan J	Martellotta	08/26/2018	Il Tollway Auto Replen	IPASS Replenish	40.00	57100	
Susan J	Martellotta	08/14/2018	Il Tollway Auto Replen	IPASS Replenish	40.00	57100	
Susan J	Martellotta	08/07/2018	Il Tollway Auto Replen	IPASS Replenish	40.00	57100	
Susan J	Martellotta	08/05/2018	Il Tollway Auto Replen	IPASS Replenish	40.00	57100	
Debbi	Pawinski	07/28/2018	Shell Oil 57444165609	Vehicle Fuel	51.04	57100	
Kristen	Robertson	08/01/2018	Bzoo-Admission/Parking	Vehicle Parking for TREC Field Trip	14.00	57100	1,393.17
Sean	Tovey	07/30/2018	Krage S Service Center	Vehicle Repair	192.57	57300	
Sean	Tovey	08/22/2018	Krage S Service Center	Vehicle Repair	1,439.68	57300	1,632.25
Susan J	Martellotta	08/08/2018	Vzwrlss*my Vz Vb P	Telephone	214.47	58100	
Susan J	Martellotta	08/24/2018	Comcast	Telephone (3 Months)	1,188.48	58100	1,402.95
Kristen	Chereso	08/20/2018	Signs.Com	Marketing	(12.00)	58850	
Kristen	Chereso	08/09/2018	Signs.Com	Marketing	112.18	58850	
A Maggie	Goode	08/22/2018	Spirit Of Chicago-Ec	TREC PPT Admissions Paid from Donation	1,136.17	58850	
Kristen	Robertson	08/17/2018	Spirit Of Chicago-Ec	TREC PPT Admissions Paid from Donation	392.00	58850	1,628.35
Kim	Caligiuri	08/14/2018	Hobby-Lobby #570	Golf Classic Art Supplies	2.81	66049	
Kim	Caligiuri	08/10/2018	Goodwill Retail #156	Golf Classic Art Supplies	15.96	66049	
Kim	Caligiuri	08/10/2018	Hobby-Lobby #570	Golf Classic Art Supplies	16.78	66049	
Kim	Caligiuri	08/08/2018	Dollar Tree	Golf Classic Art Supplies	17.00	66049	52.55
			Total		**$ 19,312.93**		**$ 19,312.93**

Northeast DuPage Special Recreation Association
Balance Sheet
As of August 31, 2018 and 2017

	August 31, 2018	August 31, 2017	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 313,625.16	$ 256,167.66	$ 57,457.50	22.43%
MB Financial - Payroll #4979	3,351.54	2,745.63	605.91	22.07%
Petty Cash	1,725.00	2,625.00	(900.00)	-34.29%
Prepaid Expenses	0.00	975.00	(975.00)	-100.00%
Accounts Receivable	20,964.42	87,915.81	(66,951.39)	-76.15%
MB Financial - MM #9401	958,533.82	637,070.71	321,463.11	50.46%
Maxsafe Wintrust - MM #2599	1,024,716.27	1,023,692.12	1,024.15	0.10%
Total Assets	$ 2,322,916.21	$ 2,011,191.93	$ 311,724.28	19.42%
Liabilities and Fund Balance				
Due to Members (ADA)	$ 748,897.37	$ 722,626.94	$ (26,270.43)	-3.64%
Payroll Liabilities	14,373.22	7,249.53	(7,123.69)	-98.26%
Vehicle Replacement Fund	92,397.22	99,405.81	7,008.59	7.05%
S.O. Boosters	14,470.41	12,243.20	(2,227.21)	-18.19%
General Fund Balance	1,452,777.99	1,169,666.45	(283,111.54)	-24.20%
Total Liabilities and Fund Balance	$ 2,322,916.21	$ 2,011,191.93	$ 311,724.28	15.50%

Northeast DuPage Special Recreation Association
Summary of Revenue Over Expenditures
For the 1 Month and 4 Months, Months Ending August 31, 2018

Account #	REVENUE RECAP Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
41000	Partner Contributions	$ 1,596,931.00	$ 145,764.63	$ 1,003,650.14	$ (593,280.86)	62.85%	$ 905,972.47	$ 97,677.67	9.73%
42000	Fees & Charges	341,401.00	43,557.53	169,612.80	(171,788.20)	49.68%	160,267.31	9,345.49	5.51%
42020	Scholarship/Fee Assistance	0.00	1,343.80	6,957.10	6,957.10	0.00%	6,377.91	579.19	8.33%
43000	Fund Development	101,710.00	28,566.16	32,387.06	(69,322.94)	31.84%	46,507.00	(14,119.94)	-43.60%
43200	State/County Grant Revenue	230,000.00	0.00	0.00	(230,000.00)	0.00%	0.00	0.00	0.00%
43250	Grant Revenue	6,797.00	1,990.00	1,990.00	(4,807.00)	29.28%	0.00	1,990.00	100.00%
43600	Contributions/Donations	42,500.00	735.00	7,021.64	(35,478.36)	16.52%	3,373.10	3,648.54	51.96%
43700	Restricted Contributions/Donations	12,500.00	200.00	4,200.00	(8,300.00)	33.60%	24,254.91	(20,054.91)	-477.50%
44300	Partner ADA Revenue	0.00	0.00	111,440.40	111,440.40	0.00%	107,140.33	4,300.07	3.86%
46000	Miscellaneous Income	12,370.00	18.75	876.30	(11,493.70)	7.08%	875.07	1.23	0.14%
46400	Park District Portion Income	0.00	0.00	0.00	0.00	0.00%	1,377.69	(1,377.69)	0.00%
47000	Interest Earned	2,400.00	1,085.01	1,967.80	(432.20)	81.99%	695.16	1,272.64	64.67%
Total Revenue		2,346,609.00	223,260.88	1,340,103.24	(1,006,505.76)	57.11%	1,256,840.95	83,262.29	6.21%

Account #	EXPENDITURE RECAP Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
51100-51300	Salaries	$ 1,193,554.00	$ 210,383.37	$ 493,921.80	$ (699,632.20)	41.38%	$ 497,225.00	$ (3,303.20)	-0.67%
51400-52400	Insurance/Pension	462,177.00	41,191.89	120,090.36	(342,086.64)	25.98%	113,613.88	6,476.48	5.39%
Various	Administrative	86,895.00	6,174.73	28,570.38	(58,324.62)	32.88%	19,836.04	8,734.34	30.57%
Various	Professional Services	179,110.00	12,883.56	42,461.32	(136,648.68)	23.71%	48,384.12	(5,922.80)	-13.95%
53200-53240	Professional Printing	21,413.00	3,746.00	6,802.35	(14,610.65)	31.77%	7,722.63	(920.28)	-13.53%
55000-55180	Marketing/Advertising	8,665.00	228.78	377.90	(8,287.10)	4.36%	260.58	117.32	31.05%
53500-53650	Program	162,151.00	11,370.12	56,838.16	(105,312.84)	35.05%	68,955.72	(12,117.56)	-21.32%
57100-57400	Vehicles	32,872.00	4,045.93	10,364.36	(22,507.64)	31.53%	12,266.49	(1,902.13)	-18.35%
58100-58400	Utilities	34,575.00	3,538.04	9,500.76	(25,074.24)	27.48%	10,633.95	(1,133.19)	-11.93%
58700-58850	Special Projects	27,245.00	1,628.35	1,738.35	(25,506.65)	6.38%	26,511.42	(24,773.07)	-1425.09%
66000-66060	Fund Raising	24,451.00	2,812.75	4,099.66	(20,351.34)	16.77%	0.00	4,099.66	100.00%
58910-58940	Miscellaneous	9,045.00	300.00	3,190.53	(5,854.47)	35.27%	4,190.42	(999.89)	-31.34%
Total Expenditures		2,242,153.00	298,303.52	777,955.93	(1,464,197.07)	34.70%	809,600.25	(31,644.32)	0.01%
Net Revenue over Expenditures		$ 104,456.00	$ (75,042.64)	$ 562,147.31	$ 457,691.31		$ 447,240.70	$ 114,906.61	
Non-Operating Expenditures									
62000-69000	Non-Operating	50,000.00	2,763.80	79,220.35	29,220.35	158.44%	131,801.14	(52,580.79)	-66.37%
	Subtotal	50,000.00	2,763.80	79,220.35	29,220.35		131,801.14	(52,580.79)	
Total Net Revenue over Expenditures		$ 54,456.00	$ (77,806.44)	$ 482,926.96	$ 428,470.96		$ 315,439.56	$ 167,487.40	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 4 Months, Months Ending August 31, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Salaries									
51100	Payroll:Full Time Salaries	811,310.00	94,376.19	259,560.19	(551,749.81)	31.99%	281,899.24	(22,339.05)	-8.61%
51200	Payroll:Part Time Wages & Salaries	285,338.00	104,420.44	165,783.56	(119,554.44)	58.10%	215,325.76	(49,542.20)	-29.88%
51210	Part Time Wages - Inclusion	96,906.00	11,586.74	68,578.05	(28,327.95)	70.77%	0.00	68,578.05	100.00%
		1,193,554.00	210,383.37	493,921.80	(699,632.20)	41.38%	497,225.00	(3,303.20)	-0.67%
Insurance/Pension									
51400	Payroll:FICA & Medicare	91,307.00	15,445.30	36,465.85	(54,841.15)	39.94%	37,564.85	(1,099.00)	-3.01%
51500	Payroll:IMRF	164,911.00	12,497.19	37,137.58	(127,773.42)	22.52%	34,008.66	3,128.92	8.43%
51600	Payroll:Health Insurance	167,534.00	11,980.40	36,237.01	(131,296.99)	21.63%	32,778.32	3,458.69	9.54%
52000	Workers Compensation	6,454.00	0.00	1,613.37	(4,840.63)	25.00%	1,811.76	(198.39)	-12.30%
52100	Unemployment Compensation	2,500.00	1,269.00	1,269.00	(1,231.00)	50.76%	0.00	1,269.00	100.00%
52300	Liability Insurance	12,595.00	0.00	3,148.59	(9,446.41)	25.00%	3,195.24	(46.65)	-1.48%
52400	Property Insurance	16,876.00	0.00	4,218.96	(12,657.04)	25.00%	4,255.05	(36.09)	-0.86%
		462,177.00	41,191.89	120,090.36	(342,086.64)	25.98%	113,613.88	6,476.48	5.39%
Administrative Expenditures									
53000	Bank Fees & Charges	3,575.00	133.35	928.31	(2,646.69)	25.97%	1,231.10	(302.79)	-32.62%
53010	Credit Card Fees	10,000.00	159.26	1,175.27	(8,824.73)	11.75%	2,521.98	(1,346.71)	-114.59%
53100	Postage Expense	8,581.00	1,033.64	2,617.14	(5,963.86)	30.50%	3,076.53	(459.39)	-17.55%
53300	Meeting Related Expenses	2,500.00	119.50	602.08	(1,897.92)	24.08%	563.53	38.55	6.40%
53400	Office Supplies & Duplicating	9,506.00	539.63	2,691.45	(6,814.55)	28.31%	4,762.79	(2,071.34)	-76.96%
55200	Subscription & Publication	2,953.00	115.85	494.53	(2,458.47)	16.75%	469.94	24.59	4.97%
56000	Continuing Education	14,486.00	80.00	3,064.05	(11,421.95)	21.15%	1,934.69	1,129.36	36.86%
56100	Professional Memberships	5,046.00	570.00	600.00	(4,446.00)	11.89%	859.99	(259.99)	-43.33%
56200	Statewide Legislative Initiatives	550.00	0.00	0.00	(550.00)	0.00%	0.00	0.00	0.00%
58500	Maintenance Expenses	20,748.00	3,703.50	8,052.55	(12,695.45)	38.81%	2,650.44	5,402.11	67.09%
58600	Office & Computer Equipment	8,950.00	(280.00)	8,345.00	(605.00)	93.24%	1,765.05	6,579.95	78.85%
		86,895.00	6,174.73	28,570.38	(58,324.62)	32.88%	19,836.04	8,734.34	30.57%
Professional Services									
53700	Auditor	10,400.00	8,200.00	8,200.00	(2,200.00)	78.85%	8,800.00	(600.00)	-7.32%
53800	Legal Services	4,800.00	150.00	1,100.00	(3,700.00)	22.92%	950.00	150.00	13.64%
53900	Professional Consultants	31,266.00	1,068.50	4,734.00	(26,532.00)	15.14%	5,722.75	(988.75)	-20.89%
54000	Payroll Services - Contract	11,500.00	1,655.56	5,519.42	(5,980.58)	47.99%	3,838.45	1,680.97	30.46%
54100	Business Services - Contract	55,703.00	0.00	9,166.66	(46,536.34)	16.46%	6,810.00	2,356.66	25.71%
54330	HMHB Contractual Services	21,942.00	0.00	5,646.50	(16,295.50)	25.73%	3,525.00	2,121.50	37.57%
54400	Maintenance/Contractual Agreements	19,004.00	949.50	4,417.24	(14,586.76)	23.24%	5,717.75	(1,300.51)	-29.44%
55100	Legal Publications	2,775.00	0.00	0.00	(2,775.00)	0.00%	61.17	(61.17)	0.00%
54300	Contractual Services	21,720.00	860.00	3,677.50	(18,042.50)	24.64%	12,959.00	3,358.70	0.00%
		179,110.00	12,883.56	42,461.32	(136,648.68)	23.71%	48,384.12	(5,922.80)	0.00%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 4 Months, Months Ending August 31, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Professional Printing									
53210	Professional Printing	2,638.00	0.00	310.00	(2,328.00)	11.75%	7,722.63	(7,412.63)	-2391.17%
53220	Brochure	17,000.00	3,746.00	6,449.00	(10,551.00)	37.94%	0.00	6,449.00	100.00%
53240	Rec Program Printing	1,775.00	0.00	43.35	(1,731.65)	2.44%	0.00	43.35	100.00%
		21,413.00	3,746.00	6,802.35	(14,610.65)	31.77%	7,722.63	(920.28)	-13.53%
Marketing/Advertising									
55000	Marketing/Advertsing	0.00	0.00	25.00	25.00	0.00%	0.00	25.00	100.00%
55050	Printed Marketing	3,260.00	0.00	62.16	(3,197.84)	1.91%	260.58	(198.42)	-319.21%
55150	Digital Marketing	3,000.00	0.00	0.00	(3,000.00)	0.00%	0.00	0.00	0.00%
55175	Marketing Material	750.00	0.00	4.37	(745.63)	0.58%	0.00	4.37	100.00%
55180	Promotional Marketing	1,655.00	228.78	286.37	(1,368.63)	17.30%	0.00	286.37	100.00%
		8,665.00	228.78	377.90	(8,287.10)	4.36%	260.58	117.32	31.05%
Program Expenditures									
53500	Program Supplies	83,493.00	5,740.16	25,672.61	(57,820.39)	30.75%	41,975.21	(16,302.60)	-63.50%
53510	Support Staff Supplies	2,550.00	0.00	34.97	(2,515.03)	1.37%	0.00	34.97	100.00%
53520	Inclusion Staff Supplies	1,000.00	0.00	2,458.61	1,458.61	245.86%	0.00	2,458.61	100.00%
53530	HMHB Program Supplies	2,410.00	94.24	94.24	(2,315.76)	3.91%	0.00	94.24	100.00%
53630	HMHB Admissions & Facility Space	500.00	11.00	11.00	(489.00)	2.20%	0.00	11.00	100.00%
53650	Program Equipment	6,200.00	10.00	1,140.43	(5,059.57)	18.39%	1,001.17	139.26	12.21%
53600	Program Admissions & Facility Space	65,998.00	5,514.72	27,426.30	(38,571.70)	41.56%	25,979.34	1,446.96	5.28%
		162,151.00	11,370.12	56,838.16	(105,312.84)	35.05%	68,955.72	(12,117.56)	-21.32%
Vehicles									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	15,121.00	1,393.17	3,318.54	(11,802.46)	21.95%	4,405.24	(1,086.70)	-32.75%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,981.00	1,020.51	1,373.38	(3,607.62)	27.57%	2,261.68	(888.30)	-64.68%
57300	Vehicle Expenses:Van Repair & Parts	11,260.00	1,632.25	5,323.20	(5,936.80)	47.28%	4,377.57	945.63	17.76%
57400	Vehicle Expenses:Van Rental	1,510.00	0.00	349.24	(1,160.76)	23.13%	1,222.00	(872.76)	-249.90%
		32,872.00	4,045.93	10,364.36	(22,507.64)	31.53%	12,266.49	(1,902.13)	-18.35%
Utilities									
58100	Utilities:Telephones/Internet	12,850.00	1,552.21	4,365.39	(8,484.61)	33.97%	3,797.83	567.56	13.00%
58200	Utilities:Electricity	13,775.00	1,860.57	4,349.72	(9,425.28)	31.58%	5,141.61	(791.89)	-18.21%
58300	Utilities:Natural Gas	6,200.00	125.26	467.55	(5,732.45)	7.54%	1,184.35	(716.80)	-153.31%
58400	Utilities:Water	1,750.00	0.00	318.10	(1,431.90)	18.18%	510.16	(192.06)	-60.38%
		34,575.00	3,538.04	9,500.76	(25,074.24)	27.48%	10,633.95	(1,133.19)	-11.93%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 4 Months, Months Ending August 31, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Special Projects									
58700	Synergy Expenses	27,245.00	0.00	0.00	(27,245.00)	0.00%	25,771.46	(25,771.46)	0.00%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	1,628.35	1,738.35	1,738.35	0.00%	739.96	998.39	57.43%
		27,245.00	1,628.35	1,738.35	(25,506.65)	6.38%	26,511.42	(24,773.07)	-1425.09%
Fund Raising Expenditures									
66010	Direct Mail Campaign	600.00	0.00	0.00	(600.00)	0.00%	0.00	0.00	0.00%
66030	BBQ Bash Fund Rasing	2,688.00	0.00	90.91	(2,597.09)	3.38%	0.00	90.91	100.00%
66040	Golf Classic Fund Raising	20,138.00	2,812.75	4,008.75	(16,129.25)	19.91%	0.00	4,008.75	100.00%
66050	Additional Fundraising	1,025.00	0.00	0.00	(1,025.00)	0.00%	0.00	0.00	0.00%
		24,451.00	2,812.75	4,099.66	(20,351.34)	16.77%	0.00	4,099.66	100.00%
Miscellaneous Expenditures									
58910	Risk Management	5,613.00	0.00	921.12	(4,691.88)	16.41%	1,983.54	(1,062.42)	-115.34%
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	1,412.12	1,412.12	0.00%	1,377.68	34.44	2.44%
58930	Miscellaneous Expenses:Director's Administ. Fund	2,132.00	300.00	563.25	(1,568.75)	26.42%	388.89	174.36	30.96%
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,300.00	0.00	294.04	(1,005.96)	22.62%	440.31	(146.27)	-49.74%
		9,045.00	300.00	3,190.53	(5,854.47)	35.27%	4,190.42	(999.89)	-31.34%
Total Operating Expenditures		2,242,153.00	298,303.52	777,955.93	(1,464,197.07)	34.70%	809,600.25	(31,644.32)	0.01%
Non-Operating Expenditures									
62000	Reserve Fund Expenses:Capital Improvements Expense	50,000.00	0.00	7,639.25	(42,360.75)	0.00%	0.00	7,639.25	0.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	1,420.00	64,624.00	64,624.00	0.00%	123,928.33	(59,304.33)	0.00%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	1,343.80	6,957.10	6,957.10	0.00%	7,872.81	(915.71)	0.00%
		50,000.00	2,763.80	79,220.35	29,220.35	158.44%	131,801.14	(52,580.79)	-66.37%
Total Operating & Non-Operating Expenditures		2,292,153.00	301,067.32	857,176.28	(1,434,976.72)	37.40%	941,401.39	(84,225.11)	0.01%

Northeast DuPage Special Recreation Association
Restricted Revenue Over Expenditures
For the 1 Month and 4 Months, Months Ending August 31, 2018

Account #	REVENUES Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
44000 - 44018	Golf Maration	$ 20,000.00	$ 760.00	$ 11,765.00	$ (8,235.00)	58.83%	$ 15,777.00	$ (4,012.00)	-34.10%
44230	NEDSRA S.O. Booster Club	5,500.00	0.00	$ 0.00	5,500.00	0.00%	3,977.00	3,977.00	0.00%
Total Revenue		$ 25,500.00	$ 760.00	$ 11,765.00	$ (13,735.00)	46.14%	$ 19,754.00	$ (35.00)	-0.30%

Account #	EXPENDITURES Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
66060	Golf Marathon	$ 2,542.00	$ 0.00	$ 1,950.02	$ (591.98)	76.71%	$ 0.00	$ 1,950.02	100.00%
61300	S.O. Boosters	6,300.00	831.00	887.97	(5,412.03)	14.09%	526.78	361.19	40.68%
65000	Vehicle Replacement	70,786.00	0.00	60,723.00	10,063.00	85.78%	21,203.00	(39,520.00)	-65.08%
Total Expenditures		$ 79,628.00	$ 831.00	$ 63,560.99	$ (16,067.01)	79.82%	$ 21,729.78	$ 41,831.21	0.03%
Restricted Net Revenue over Expenditures		$ (54,128.00)	$ (71.00)	$ (51,795.99)	$ 2,332.01		$ (1,975.78)	$ (41,866.21)	

	Budgeted Member Partner Contribution Due 2018/2019	Operation Allocation Received as of 8/31/2018	Balance Due to Operations Allocation 8/31/2018	Percentage of Operations Allocation Collected as of 8/31/2018	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2018/2019	ADA/Access Reserve Paid 2018/2019	Available ADA/Access Reserve Balance
Addison	$279,757.00	$139,878.50	$139,878.50	50.00%	$352,219.28	$0.00	$0.00	$352,219.28
Bensenville	$182,036.00	$91,018.00	$91,018.00	50.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$62,121.00	$31,060.50	$31,060.50	50.00%	$0.00	$0.00	$0.00	$0.00
Glendale Heights	$171,987.00	$85,933.50	$86,053.50	49.97%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$89,228.00	$44,614.00	$44,614.00	50.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$296,094.00	$275,703.14	$20,390.86	93.11%	$0.00	$111,440.40	$0.00	$111,440.40
Medinah	$84,765.00	$74,704.54	$10,060.46	88.13%	$62,847.45	$0.00	$660.00	$62,187.45
Oakbrook Terrace	$67,183.00	$33,591.50	$33,591.50	50.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$89,687.00	$44,843.50	$44,843.50	50.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$138,555.00	$114,484.96	$24,070.04	82.63%	$170,913.92	$0.00	$63,964.00	$106,949.92
Wood Dale	$135,516.00	$67,758.00	$67,758.00	50.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,596,929.00	$1,003,590.14	$593,338.86	62.85%	$748,897.37	$111,440.40	$64,624.00	$795,713.77

ADDISON

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$352,219.28**
Ck #62833	07/03/2018	$139,878.50	$139,878.50			
Totals			**$139,878.50**	**$0.00**	**$0.00**	**$352,219.28**

BENSENVILLE

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$153,910.72**
Ck # 52384	06/18/2018	$91,018.00	$91,018.00			
Totals			**$91,018.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Ck # 17315	08/21/2018	$31,060.50	$31,060.50			
Totals			**$31,060.50**	**$0.00**	**$0.00**	**$0.00**

GLENDALE HEIGHTS

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$3,466.00**
Ck# 197246	07/03/2018	$85,933.50	$85,933.50			
Totals			**$85,933.50**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Ck # 56074	06/18/2018	$44,614.00	$44,614.00			
Totals			**$44,614.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Deposit	06/30/2018	$148,047.00	$148,047.00			
ACH Deposit	06/30/2018	$953.00	$953.00			
ACH Deposit	06/30/2018	$13,260.55	$13,260.55			
ACH Deposit	06/30/2018	$111,440.40		$111,440.40		$111,440.40
ACH Deposit	07/31/2018	$4,436.49	$4,436.49			
ACH Deposit	08/29/2018	$109,006.10	$109,006.10			
Totals			**$275,703.14**	**$111,440.40**	**$0.00**	**$111,440.40**

MEDINAH			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$62,847.45**
Ck #26285	08/21/2018	$74,704.54	$74,704.54			
ADA Reimbursement	08/31/2018	$660.00			$660.00	($660.00)
Totals			**$74,704.54**	**$0.00**	**$660.00**	**$62,187.45**

OAKBROOK TERRACE			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #10902	07/03/2018	$33,591.50	$33,591.50			
Totals			**$33,591.50**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck # 68250	06/26/2018	$44,843.50	$44,843.50			**$0.00**
Totals			**$44,843.50**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$170,913.92**
ADA Reimbursement	06/14/2018	$63,204.00			$63,204.00	($63,204.00)
Ck # 175416	07/06/2018	$114,484.96	$114,484.96			
ADA Reimbursement	08/31/2018	$760.00			$760.00	($760.00)
Totals			**$114,484.96**	**$0.00**	**$63,964.00**	**$106,949.92**

WOOD DALE			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$5,539.00**
Ck #83267	06/26/2018	$67,758.00	$67,758.00			
Totals			**$67,758.00**	**$0.00**	**$0.00**	**$5,539.00**

1770 West Centennial Place
Addison, Illinois 60101
Ph. 630.620.4500 Fax 630.620.4598
www.nedsra.org

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Lara Batten, Business Services
Date: November 5th, 2018
Re: Financial Statements for Period Ending 09/30/2018

Revenue is trending behind the prior year, partially in response to the timing of the partner contributions.

	09/30/2018 YTD Actual	2018/19 Budget	09/30/2017 YTD Actual
Revenue	$1,316,017.66	$2,346,609	$1,389,407.61
Expenses	$923,232.05	$2,242,153	$933,573.23
Net Revenue/Expenses *	**$392,785.61**	**$104,456**	**$455,835.38**

General Fund	09/30/2018 YTD Actual	2018/19 Budget
Beginning Balance	$1,019,469.71	$1,019,469.71
*** Increase/Decrease**	392,785.61	$104,456
Ending General Fund Balance (Unaudited)	**$1,412,255.32**	**$1,123,925.71**

Putting People First

NEDSRA

Special Recreation Association

Disbursements

Period Ending 09/30/2018

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

Northeast DuPage Special Recreation Association
Check List
All Bank Accounts
September 1, 2018 - September 30, 2018

Check Number	Check Date	Payee		Amount
Vendor Checks				
51914	09/07/18	Addison, Village of		254.78
51915	09/07/18	Alexian Brothers Corporate Health Svcs		128.67
51916	09/07/18	AT&T		142.84
51917	09/07/18	Comcast		364.78
51918	09/07/18	ComEd		1,658.39
51919	09/07/18	Lauterbach & Amen, LLP		4,583.33
51920	09/07/18	NICOR		124.79
51921	09/07/18	Park District Risk Management Agency		14,581.55
51922	09/07/18	TechPro, Inc.		1,068.50
51923	09/07/18	Warehouse Direct Workplace Solutions		490.26
51924	09/07/18	Konica Minolta Business Solutions, Inc.		298.19
51925	09/07/18	Sentry Security, Inc.		121.25
51926	09/10/18	Martellotta, Susan J		1,000.00
51927	09/12/18	Joe's DoJo		114.00
51928	09/14/18	Blackbaud, Inc.		8,950.50
51929	09/14/18	Graphic Alliance, Inc		154.50
51930	09/14/18	TechPro, Inc.		498.00
51931	09/14/18	Titan Image Group, Inc.		252.00
51933	09/13/18	Titan Image Group, Inc.		1,844.43
51934	09/21/18	Brandt, Steve		120.00
51935	09/21/18	Dimensions in Sound		350.00
51936	09/21/18	Mueller, Jay		1,500.00
51937	09/21/18	Palatine Stables		400.00
51938	09/21/18	Ray Graham Association		480.00
09302018	09/30/18	BMO Harris P-Card		9,353.65
9/01/2018	09/01/18	WageWorks		104.00
9/12/18	09/12/18	Paychex		345.49
9/22/2018	09/22/18	Sams Club Direct		410.76
9/26/18	09/26/18	Paychex		388.33
9/7/2018	09/07/18	AFLAC		20.04
9/7/2018	09/07/18	Pitney Bowes Global Financial Services LLC		478.44
			Vendor Check Total	50,581.47
			Check List Total	50,581.47

Check count = 31

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
September 2018

Payee / Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Addison, Village of				51914	09/07/18	254.78
58400	Utilities:Water	Addison, Village of	254.78			
Alexian Brothers Corporate Health Svcs				51915	09/07/18	128.67
58910	Risk Management	Alexian Brothers Corporate Health Svcs	128.67			
AT&T				51916	09/07/18	142.84
58100	Utilities: Telephones/Internet	AT&T (July 29 - Aug 28)	142.84			
Comcast				51917	09/07/18	364.78
58100	Utilities: Telephones/Internet	Comcast	364.78			
ComEd				51918	09/07/18	1,658.39
58200	Utilities:Electricity	ComEd (7/25 - 8/22)	1,658.39			
Lauterbach & Amen, LLP				51919	09/07/18	4,583.33
54100	Business Services - Contract	Lauterbach & Amen, LLP - July Accounting	4,583.33			
NICOR				51920	09/07/18	124.79
58300	Utilities:Natural Gas	NICOR (August)	124.79			
Park District Risk Management Agency				51921	09/07/18	14,581.55
51600	Payroll:Health Insurance	Park District Risk Management Agency (August)	14,581.55			
TechPro, Inc.				51922	09/07/18	1,068.50
53900	Professional Consultants	TechPro, Inc.	168.50			
53900	Professional Consultants	TechPro, Inc.	900.00			
Warehouse Direct Workplace Solutions				51923	09/07/18	490.26
58500	Maintenance Expenses	Warehouse Direct Workplace Solutions - Acct # 142931	387.85			
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions - Acct # 142931	102.41			
Konica Minolta Business Solutions, Inc.				51924	09/07/18	298.19
54400	Maintenance/Contractual Agreements	Konica Minolta Business Solutions, Inc.	298.19			
Sentry Security, Inc.				51925	09/07/18	121.25
58500	Maintenance Expenses	Sentry Security, Inc.	121.25			
Martellotta, Susan J				51926	09/10/18	1,000.00
10850	Petty Cash	Martellotta, Susan J - GC Cash Banks	1,000.00			
Joe's DoJo				51927	09/12/18	114.00
54302	AID	Joe's DoJo - Karate Instructor Payment (9 Participants)	114.00			
Blackbaud, Inc.				51928	09/14/18	8,950.50
54400	Maintenance/Contractual Agreements	Blackbaud, Inc.	4,475.25			
53900	Professional Consultants	Blackbaud, Inc.	4,475.25			

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
September 2018

Payee / Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Graphic Alliance, Inc				51929	09/14/18	154.50
53210	Professional Printing	Graphic Alliance, Inc	154.50			
TechPro, Inc.				51930	09/14/18	498.00
58600	Office & Computer Equipment	TechPro, Inc.	498.00			
Titan Image Group, Inc.				51931	09/14/18	252.00
66046	Golf Classic Fund Raising:Printing	Titan Image Group, Inc.	252.00			
Titan Image Group, Inc.				51933	09/13/18	1,844.43
66046	Golf Classic Fund Raising:Printing	Titan Image Group, Inc. - Inv # 54508	1,844.43			
Brandt, Steve				51934	09/21/18	120.00
54302	AID	Brandt, Steve - DJ Services for Boo Ball	120.00			
Dimensions in Sound				51935	09/21/18	350.00
54302	AID	Dimensions in Sound - DJ Services	350.00			
Mueller, Jay				51936	09/21/18	1,500.00
54300	Contractual Services:Admin/General	Mueller, Jay	1,500.00			
Palatine Stables				51937	09/21/18	400.00
53604	Youth & Sensory	Palatine Stables	400.00			
Ray Graham Association				51938	09/21/18	480.00
53603	APD/YAR	Ray Graham Association - Riding Lessons	480.00			
BMO Harris P-Card				09302018	09/30/18	9,353.65
53300	Meeting Related Expenses	BMO Harris P-Card	31.27			
53400	Office Supplies & Duplicating	BMO Harris P-Card	104.15			
53501	Program Supplies:Rec Special Events	BMO Harris P-Card	684.00			
53502	Program Supplies:AID	BMO Harris P-Card	1,239.09			
53503	Program Supplies:APD/YAR	BMO Harris P-Card	100.00			
53504	Program Supplies:Youth & Sensory	BMO Harris P-Card	245.55			
53505	Program Supplies:TREC/School/CA	BMO Harris P-Card	416.29			
53602	AID	BMO Harris P-Card	1,322.33			
53604	Youth & Sensory	BMO Harris P-Card	157.49			
53605	TREC/School/CA	BMO Harris P-Card	1,202.75			
53606	Special Olympics	BMO Harris P-Card	234.00			
53650	Program Equipment	BMO Harris P-Card	136.18			
55000	Marketing/Advertsing	BMO Harris P-Card	1,195.31			
55100	Legal Publications	BMO Harris P-Card	50.86			
55180	Promotional Marketing	BMO Harris P-Card	79.99			
55200	Subscription & Publication	BMO Harris P-Card	56.85			
56000	Continuing Education	BMO Harris P-Card	89.55			
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	144.00			
58100	Utilities: Telephones/Internet	BMO Harris P-Card	229.73			

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
September 2018

Payee / Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
58500	Maintenance Expenses	BMO Harris P-Card	31.44			
58600	Office & Computer Equipment	BMO Harris P-Card	29.92			
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card	172.63			
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card	16.00			
66049	Golf Classic Fund Raising:Supplies	BMO Harris P-Card	1,404.21			
66059	Additional Fundraising:Supplies	BMO Harris P-Card	-19.94			
WageWorks				9/01/2018	09/01/18	104.00
51600	Payroll:Health Insurance	WageWorks - Inv # 934305	104.00			
Paychex				9/12/18	09/12/18	345.49
54000	Payroll Services - Contract	Paychex - Inv # 95057	77.24			
54000	Payroll Services - Contract	Paychex - Inv # 95026	268.25			
Sams Club Direct				9/22/2018	09/22/18	410.76
53500	Program Supplies	Paper Products for Acc Programs	210.12			
53504	Program Supplies:Youth & Sensory	Camp Supplies	48.64			
53501	Program Supplies:Rec Special Events	Fiesta	109.69			
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Sams Club Direct	42.31			
Paychex				9/26/18	09/26/18	388.33
54000	Payroll Services - Contract	Paychex - Inv # 95893	73.35			
54000	Payroll Services - Contract	Paychex - Inv # 95882	314.98			
Pitney Bowes Global Financial Services LLC				9/7/2018	09/07/18	478.44
54400	Maintenance/Contractual Agreements	Pitney Bowes Global Financial Services LLC - Inv # 3102405115	478.44			
AFLAC				9/7/2018	09/07/18	20.04
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC (Inv # 221711)	20.04			
					Check List Total	50,581.47

NEDSRA PCard Detail Report PE 09/27/2018

First Name	Last Name	Transaction Date	Supplier - Name	Transaction - Business Justification	Account Code	Amount	Account Total
Amanda	Hagen	09/19/2018	Wal-Mart #5442	Staff Social Committee	53300	8.17	
Sean	Tovey	08/27/2018	Wal-Mart #5442	Social Committee Gathering Supplies	53300	23.10	31.27
Beth	Corso	09/17/2018	Barnes & Noble #2904	2019 Calendar	53400	20.00	
Amanda	Hagen	09/06/2018	Barnes & Noble #2508	Callender	53400	22.00	
Susan J	Martellotta	08/27/2018	Amzn Mktp Us	Office paper plates/cutlery	53400	62.15	104.15
Beth	Corso	08/27/2018	Target Decorated Appar	CASE Supplies	53501	684.00	684.00
Robert	Griffin	09/21/2018	Muldoons	FNR Dinner Supplies	53502	235.28	
Debbi	Pawinski	09/20/2018	Billys Of Addison	PPT Program Supplies	53502	138.61	
Debbi	Pawinski	09/22/2018	Houlihans #123	PPT Program Supplies	53502	206.10	
Debbi	Pawinski	09/06/2018	Wm Supercenter #5442	PPT Program Supplies	53502	5.42	
Sean	Tovey	08/26/2018	Burger King #5126 Q07	Six Flags Great America Adventure Meals	53502	55.66	
Sean	Tovey	08/26/2018	Six Flags Great Americ	Participant Beverages at Six Flags	53502	7.06	
Jacob	Boyko	09/21/2018	2 - Lou Malnatis Pizze	PPT Program Supplies	53502	101.75	
Colleen	Cline	09/25/2018	Amzn Mktp Us*mt8ei2aw2	Homecoming Dance Supplies	53502	57.57	
Colleen	Cline	09/11/2018	Otc Brands, Inc.	Homecoming Dance Supplies	53502	190.06	
Colleen	Cline	09/26/2018	Party City 5105	Homecoming Dance Supplies	53502	37.50	
Colleen	Cline	09/13/2018	Stu*stumps	Homecoming Dance Supplies	53502	73.04	
Colleen	Cline	09/26/2018	Wm Supercenter #5442	Homecoming Dance Supplies	53502	131.04	1,239.09
Carrie	Henry	09/24/2018	Jewel-Osco	PPT Program Supplies	53503	24.00	
Mindy	Jack	09/15/2018	Glen Prairie Restauran	for social Connections	53503	76.00	100.00
Nesdra	Camp 2	09/14/2018	Meatheads Schaumbu	Teen Scene Participant Meal	53504	48.72	
Nesdra	Camp 2	09/14/2018	Meatheads Schaumbu	Teen Scene Participant Meal	53504	11.31	
Sean	Fritsch	09/11/2018	Fruitful Yield	Cooking Crew Participant Meal Supplies	53504	7.66	
Sean	Fritsch	09/11/2018	Target 00008938	Cooking Crew Participant Meal Supplies	53504	4.47	
Sean	Fritsch	09/18/2018	Wal-Mart #5442	Cooking Crew Participant Meal Supplies	53504	16.94	
Sean	Fritsch	09/11/2018	Wal-Mart #5442	Cooking Crew Participant Meal Supplies	53504	17.73	
Sean	Fritsch	09/05/2018	Wholefds Elm #10569	4H Program Participant Snack Supplies	53504	37.94	
Sean	Fritsch	09/25/2018	Wm Supercenter #5442	Cooking Crew Participant Meal Supplies	53504	35.75	
Sean	Fritsch	09/16/2018	Wm Supercenter #5442	Sensing Sundays Participant Snack	53504	2.98	
Tessa	Longo	09/14/2018	Flaghouse Inc	Sensory Sports Sampler program supplies	53504	18.42	
Maggie	Resillez	09/26/2018	Wal-Mart #5442	4H Participant Snack Supplies	53504	22.72	
Sean	Tovey	09/11/2018	Wal-Mart #5442	Internship Project Art Supplies	53504	20.91	245.55
Beth	Corso	09/18/2018	Dollar Tree	D93 Art Therapy Supplies	53505	5.00	
Beth	Corso	09/18/2018	Michaels Stores 1278	D89 and D93 Art Therapy Supplies	53505	80.00	
Beth	Corso	09/18/2018	Wal-Mart #5442	D89 and D93 Art Therapy Supplies	53505	7.75	
Megan	Czachorski	09/21/2018	7-Eleven 13547	TREC Program Supplies	53505	19.46	
Megan	Czachorski	09/20/2018	Hobby-Lobby #0177	TREC Program Supplies	53505	11.60	
Megan	Czachorski	09/20/2018	McDonald S F37692	TREC Participant Supplies	53505	1.12	
Megan	Czachorski	09/20/2018	McDonald S F37692	TREC Participant Supplies	53505	31.70	
Megan	Czachorski	09/20/2018	McDonald S F37692	TREC Participant Supplies	53505	4.00	
Megan	Czachorski	09/21/2018	Wal-Mart #5442	TREC Program Supplies	53505	12.13	

NEDSRA PCard Detail Report PE 09/27/2018

First Name	Last Name	Transaction Date	Supplier - Name	Transaction - Business Justification	Account Code	Amount	Account Total
Megan	Czachorski	09/13/2018	Wal-Mart #5442	TREC Program Supplies	53505	64.86	
Megan	Czachorski	08/30/2018	Wal-Mart #5442	TREC Program Supplies	53505	34.64	
Kristen	Robertson	09/10/2018	Bzoo-Admission/Parking	TREC Program Supplies	53505	14.00	
Kristen	Robertson	09/12/2018	McDonald S M6783 Of	TREC Program Supplies	53505	6.93	
Kristen	Robertson	09/10/2018	Subway 04247888	TREC Program Supplies	53505	42.15	
Kristen	Robertson	09/17/2018	Wal-Mart #5442	TREC Program Supplies	53505	61.70	
Kristen	Robertson	09/26/2018	Wm Supercenter #5442	TREC Program Supplies	53505	19.25	416.29
Kim	Caligiuri	08/30/2018	Aurelios Pizza - Addi	Bowl Appetit Session 2 Dinner	53602	70.30	
Kim	Caligiuri	09/26/2018	Dollar Tree	Hoe Down Supplies	53602	4.00	
Kim	Caligiuri	09/05/2018	Dollar Tree	Hoe Down Supplies	53602	18.00	
Kim	Caligiuri	08/29/2018	Mario S Deli	Cinema Tuesdays Lunch	53602	62.55	
Kim	Caligiuri	08/28/2018	Movietickets*movietic	Cinema Tuesdays Admissions	53602	43.75	
Kim	Caligiuri	08/30/2018	Stardust Bowl Of A	Bowl Appetit Session 2 Bowling Admissions	53602	27.00	
Kim	Caligiuri	09/24/2018	Wal-Mart #5442	Hoe Down Supplies	53602	29.00	
Kim	Caligiuri	09/26/2018	Wm Supercenter #5442	Hoe Down Supplies	53602	18.53	
Kim	Caligiuri	09/26/2018	Wm Supercenter #5442	Hoe Down Supplies	53602	31.15	
Beth	Corso	09/05/2018	Chicago Blackhawks	Blackhawks Game Admission for Winter 2019 progra	53602	793.80	
Nedsra	Nedsra1	09/21/2018	Stardust Bowl Of A	PPT Program Admissions	53602	24.75	
Debbi	Pawinski	09/20/2018	Stardust Bowl Of A	PPT Program Admissions	53602	49.50	
Sharon	Pearce	09/20/2018	Addison Cinemas-2302	SNC Movie Ticket Purchase	53602	150.00	1,322.33
Nesdra	Camp 2	09/14/2018	Color Me Mine - Schaum	Teen Scene Participant Admissions	53604	92.50	
Tessa	Longo	09/25/2018	Sky Zone - Aurora - Ec	Participant Sky Zone admissions	53604	64.99	157.49
Megan	Czachorski	09/13/2018	Harry Semrow Golf Cour	TREC Participant Admissions	53605	54.00	
Megan	Czachorski	09/13/2018	Paypal *alphabetsou	TREC Program Admissions	53605	97.50	
Megan	Czachorski	09/14/2018	Soldier Field Planetar	TREC Participant Admissions	53605	35.00	
A Maggie	Goode	09/14/2018	Drury Lane	Beauty & Beast Program Admissions	53605	941.25	
A Maggie	Goode	09/25/2018	Kuipers Family Farm Ti	Participant EXCEL Admissions	53605	50.00	
Kristen	Robertson	09/26/2018	Act*dupage Forest	TREC Participant Admissions	53605	25.00	1,202.75
Rachel	Bell	09/15/2018	Wood Dale Bowl	PPT Program Supplies	53606	108.00	
Sharon	Pearce	09/22/2018	Wood Dale Bowl	Huskies Bowling Admissions	53606	126.00	234.00
A Maggie	Goode	09/19/2018	Amzn Mktp Us	Participant Special Olympics Uniforms	53650	89.90	
Sean	Tovey	09/24/2018	Palos Sports	Shin Guards for Floor Hockey & Soccer	53650	46.28	136.18
Lori	Miller	09/25/2018	4imprint	Promo items for Display Booth/outreach events	55000	1,195.31	1,195.31
Susan J	Martellotta	09/21/2018	Shaw Suburban Media-Ad	Board Meeting Posting	55100	50.86	50.86
Kristen	Chereso	09/10/2018	Best Buy 00003012	Portable Projection Screen	55180	79.99	79.99
Susan J	Martellotta	08/28/2018	Adobe *creative Cloud	Marketing	55200	31.86	
Nedsra	Nedsra1	09/05/2018	Signupgenius	Subscription	55200	24.99	56.85
Beth	Corso	09/25/2018	Mhrs Indy Fb	NRPA Conference Meals	56000	17.66	
Beth	Corso	09/25/2018	Yard House 0108360	NRPA Conference Meals	56000	26.89	
Rick	Poole	09/25/2018	Ram Restaurant Indy	NRPA Conference-Meals	56000	45.00	89.55
Megan	Czachorski	09/19/2018	Abm Navy Pier 2006	Van Parking	57100	30.00	

NEDSRA PCard Detail Report PE 09/27/2018

First Name	Last Name	Transaction Date	Supplier - Name	Transaction - Business Justification	Account Code	Amount	Account Total
Susan J	Martellotta	09/22/2018	Il Tollway Auto Replen	IPASS Replenish	57100	40.00	
Susan J	Martellotta	09/13/2018	Il Tollway Auto Replen	IPASS Replenish	57100	40.00	
Kristen	Robertson	09/19/2018	443 N Wabash	TREC Parking	57100	34.00	144.00
Susan J	Martellotta	09/07/2018	Vzwrlss*my Vz Vb P	Telephone	58100	229.73	229.73
Jerry	Barton	08/30/2018	Lowes #02529*	Cleaning Supplies	58500	31.44	31.44
Susan J	Martellotta	09/19/2018	Amzn Mktp Us	Computer Power Adaptor	58600	29.92	29.92
Jerry	Barton	08/31/2018	Mario S Deli	Staff Recognition/Appreciation	58930	107.55	
Susan J	Martellotta	09/12/2018	Dunkin #336533 Q35	Staff supplies at GC	58930	65.08	172.63
Kristen	Chereso	09/18/2018	Chipotle 1819	September Social	58940	10.00	
Kristen	Chereso	09/18/2018	Party City 5171	September Social	58940	6.00	16.00
A Maggie	Goode	08/30/2018	Amzn Mktp Us*mt0i51cz0	Golf Classic Supplies	66049	117.58	
Kristen	Chereso	08/31/2018	Samsclub.Com	Raffles for GC	66049	179.88	
Kristen	Chereso	09/10/2018	Wal-Mart #1553	Supplies for GC Contest Holes	66049	11.92	
Kristen	Chereso	09/07/2018	Wm Supercenter #1553	Raffles for GC	66049	608.99	
Susan J	Martellotta	08/30/2018	Raise.Com	GC Expense	66049	220.00	
Susan J	Martellotta	09/07/2018	Walmart.Com	Return/Refund	66049	(329.00)	
Susan J	Martellotta	09/07/2018	Walmart.Com	Return/Refund	66049	(300.99)	
Susan J	Martellotta	09/01/2018	Walmart.Com	GC Supplies	66049	895.83	1,404.21
Kristen	Chereso	09/10/2018	Wal-Mart #1553	GC Raffle return to remove taxes	66059	(285.78)	
Kristen	Chereso	09/10/2018	Wal-Mart #1553	Raffles for GC	66059	265.84	(19.94)
	Total					**9,353.65**	**9,353.65**

Putting People First

NEDSRA

Special Recreation Association

Consolidated Monthly Financial Statements Period Ending 09/30/2018

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

Northeast DuPage Special Recreation Association
Balance Sheet
As of September 30, 2018 and 2017

	September 30, 2018	September 30, 2017	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 205,610.33	$ 146,060.57	$ 59,549.76	40.77%
MB Financial - Payroll #4979	3,353.85	2,863.11	490.74	17.14%
Petty Cash	1,725.00	1,925.00	(200.00)	-10.39%
Prepaid Expenses	0.00	975.00	(975.00)	-100.00%
Accounts Receivable	26,102.18	83,567.81	(57,465.63)	-68.77%
MB Financial - MM #9401	996,518.34	935,384.93	61,133.41	6.54%
Maxsafe Wintrust - MM #2599	1,024,800.49	1,023,776.26	1,024.23	0.10%
Total Assets	$ 2,258,110.19	$ 2,194,552.68	$ 63,557.51	3.17%
Liabilities and Fund Balance				
Due to Members (ADA)	$ 748,897.37	$ 722,626.94	$ (26,270.43)	-3.64%
Payroll Liabilities	8,577.26	6,818.73	(1,758.53)	-25.79%
Vehicle Replacement Fund	92,397.22	99,405.81	7,008.59	7.05%
S.O. Boosters	14,470.41	12,243.20	(2,227.21)	-18.19%
General Fund Balance	1,393,767.93	1,353,458.00	(40,309.93)	-2.98%
Total Liabilities and Fund Balance	$ 2,258,110.19	$ 2,194,552.68	$ 63,557.51	2.90%

Northeast DuPage Special Recreation Association
Summary of Revenue Over Expenditures
For the 1 Month and 5 Months, Months Ending September 30, 2018

Account #	REVENUE RECAP Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
41000	Partner Contributions	$ 1,596,931.00	$ 24,057.98	$ 1,027,708.12	$ (569,222.88)	64.36%	$ 1,085,351.03	$ (57,642.91)	-5.61%
42000	Fees & Charges	341,401.00	26,139.52	196,149.32	(145,251.68)	57.45%	193,031.41	3,117.91	1.59%
42020	Scholarship/Fee Assistance	0.00	1,046.45	8,003.55	8,003.55	0.00%	8,211.36	(207.81)	-2.60%
43000	Fund Development	101,710.00	33,095.75	65,482.81	(36,227.19)	64.38%	71,539.52	(6,056.71)	-9.25%
43200	State/County Grant Revenue	230,000.00	0.00	0.00	(230,000.00)	0.00%	0.00	0.00	0.00%
43250	Grant Revenue	6,797.00	393.29	2,383.29	(4,413.71)	35.06%	0.00	2,383.29	100.00%
43600	Contributions/Donations	42,500.00	546.70	7,568.34	(34,931.66)	17.81%	3,373.10	4,195.24	55.43%
43700	Restricted Contributions/Donations	12,500.00	360.00	4,560.00	(7,940.00)	36.48%	24,754.91	(20,194.91)	-442.87%
44300	Partner ADA Revenue	0.00	0.00	111,440.40	111,440.40	0.00%	186,409.89	(74,969.49)	-67.27%
46000	Miscellaneous Income	12,370.00	249.39	1,125.69	(11,244.31)	9.10%	875.07	250.62	22.26%
46400	Park District Portion Income	0.00	0.00	0.00	0.00	0.00%	1,377.69	(1,377.69)	0.00%
47000	Interest Earned	2,400.00	1,068.74	3,036.54	636.54	126.52%	893.52	2,143.02	70.57%
Total Revenue		2,346,609.00	86,957.82	1,427,458.06	(919,150.94)	60.83%	1,575,817.50	(148,359.44)	-10.39%

Account #	EXPENDITURE RECAP Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
51100-51300	Salaries	$ 1,193,554.00	$ 78,125.93	$ 569,768.30	$ (623,785.70)	47.74%	$ 569,961.21	$ (192.91)	-0.03%
51400-52400	Insurance/Pension	462,177.00	36,761.46	154,492.60	(307,684.40)	33.43%	143,121.96	11,370.64	7.36%
Various	Administrative	86,895.00	1,979.72	30,550.10	(56,344.90)	35.16%	21,545.57	9,004.53	29.47%
Various	Professional Services	179,110.00	18,247.64	60,708.96	(118,401.04)	33.89%	57,057.63	3,651.33	6.01%
53200-53240	Professional Printing	21,413.00	154.50	6,956.85	(14,456.15)	32.49%	10,236.63	(3,279.78)	-47.14%
55000-55180	Marketing/Advertising	8,665.00	1,275.30	1,653.20	(7,011.80)	19.08%	397.44	1,255.76	75.96%
53500-53650	Program	162,151.00	6,986.13	63,824.29	(98,326.71)	39.36%	74,600.72	(10,776.43)	-16.88%
57100-57400	Vehicles	32,872.00	561.63	11,033.36	(21,838.64)	33.56%	13,088.58	(2,055.22)	-18.63%
58100-58400	Utilities	34,575.00	2,775.31	12,276.07	(22,298.93)	35.51%	12,792.65	(516.58)	-4.21%
58700-58850	Special Projects	27,245.00	(857.00)	881.35	(26,363.65)	3.23%	26,511.42	(25,630.07)	-2908.05%
66000-66060	Fund Raising	24,451.00	3,480.70	7,580.36	(16,870.64)	31.00%	0.00	7,580.36	100.00%
58910-58940	Miscellaneous	9,045.00	316.69	3,506.61	(5,538.39)	38.77%	4,259.42	(752.81)	-21.47%
Total Expenditures		2,242,153.00	149,808.01	923,232.05	(1,318,920.95)	41.18%	933,573.23	(10,341.18)	0.01%
Net Revenue over Expenditures		$ 104,456.00	$ (62,850.19)	$ 504,226.01	$ 399,770.01		$ 642,244.27	$ (138,018.26)	
Non-Operating Expenditures									
62000-69000	Non-Operating	50,000.00	1,046.45	80,266.80	30,266.80	160.53%	133,634.59	(53,367.79)	-66.49%
	Subtotal	50,000.00	1,046.45	80,266.80	30,266.80		133,634.59	(53,367.79)	
Total Net Revenue over Expenditures		$ 54,456.00	$ (63,896.64)	$ 423,959.21	$ 369,503.21		$ 508,609.68	$ (84,650.47)	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 5 Months, Months Ending September 30, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Salaries									
51100	Payroll:Full Time Salaries	811,310.00	64,359.69	323,919.88	(487,390.12)	39.93%	343,855.46	(19,935.58)	-6.15%
51200	Payroll:Part Time Wages & Salaries	285,338.00	11,559.99	175,064.12	(110,273.88)	61.35%	226,105.75	(51,041.63)	-29.16%
51210	Part Time Wages - Inclusion	96,906.00	2,206.25	70,784.30	(26,121.70)	73.04%	0.00	70,784.30	100.00%
		1,193,554.00	78,125.93	569,768.30	(623,785.70)	47.74%	569,961.21	(192.91)	-0.03%
Insurance/Pension									
51400	Payroll:FICA & Medicare	91,307.00	5,726.47	42,291.70	(49,015.30)	46.32%	42,898.10	(606.40)	-1.43%
51500	Payroll:IMRF	164,911.00	18,808.04	55,945.62	(108,965.38)	33.92%	46,240.92	9,704.70	17.35%
51600	Payroll:Health Insurance	167,534.00	12,226.95	46,005.36	(121,528.64)	27.46%	44,720.89	1,284.47	2.79%
52000	Workers Compensation	6,454.00	0.00	1,613.37	(4,840.63)	25.00%	1,811.76	(198.39)	-12.30%
52100	Unemployment Compensation	2,500.00	0.00	1,269.00	(1,231.00)	50.76%	0.00	1,269.00	100.00%
52300	Liability Insurance	12,595.00	0.00	3,148.59	(9,446.41)	25.00%	3,195.24	(46.65)	-1.48%
52400	Property Insurance	16,876.00	0.00	4,218.96	(12,657.04)	25.00%	4,255.05	(36.09)	-0.86%
		462,177.00	36,761.46	154,492.60	(307,684.40)	33.43%	143,121.96	11,370.64	7.36%
Administrative Expenditures									
53000	Bank Fees & Charges	3,575.00	239.77	1,168.08	(2,406.92)	32.67%	1,513.15	(345.07)	-29.54%
53010	Credit Card Fees	10,000.00	287.26	1,462.53	(8,537.47)	14.63%	3,534.42	(2,071.89)	-141.66%
53100	Postage Expense	8,581.00	0.00	2,617.14	(5,963.86)	30.50%	3,076.53	(459.39)	-17.55%
53300	Meeting Related Expenses	2,500.00	31.27	633.35	(1,866.65)	25.33%	563.53	69.82	11.02%
53400	Office Supplies & Duplicating	9,506.00	206.56	2,898.01	(6,607.99)	30.49%	5,083.70	(2,185.69)	-75.42%
55200	Subscription & Publication	2,953.00	56.85	551.38	(2,401.62)	18.67%	533.24	18.14	3.29%
56000	Continuing Education	14,486.00	89.55	3,153.60	(11,332.40)	21.77%	2,729.65	423.95	13.44%
56100	Professional Memberships	5,046.00	0.00	600.00	(4,446.00)	11.89%	947.49	(347.49)	-57.92%
56200	Statewide Legislative Initiatives	550.00	0.00	0.00	(550.00)	0.00%	0.00	0.00	0.00%
58500	Maintenance Expenses	20,748.00	540.54	8,593.09	(12,154.91)	41.42%	1,798.81	6,794.28	79.07%
58600	Office & Computer Equipment	8,950.00	527.92	8,872.92	(77.08)	99.14%	1,765.05	7,107.87	80.11%
		86,895.00	1,979.72	30,550.10	(56,344.90)	35.16%	21,545.57	9,004.53	29.47%
Professional Services									
53700	Auditor	10,400.00	0.00	8,200.00	(2,200.00)	78.85%	9,400.00	(1,200.00)	-14.63%
53800	Legal Services	4,800.00	0.00	1,100.00	(3,700.00)	22.92%	1,775.00	(675.00)	-61.36%
53900	Professional Consultants	31,266.00	5,543.75	10,277.75	(20,988.25)	32.87%	7,859.75	2,418.00	23.53%
54000	Payroll Services - Contract	11,500.00	733.82	6,253.24	(5,246.76)	54.38%	4,881.97	1,371.27	21.93%
54100	Business Services - Contract	55,703.00	4,583.33	13,749.99	(41,953.01)	24.68%	6,810.00	6,939.99	50.47%
54330	HMHB Contractual Services	21,942.00	0.00	5,646.50	(16,295.50)	25.73%	3,525.00	2,121.50	37.57%
54400	Maintenance/Contractual Agreements	19,004.00	5,251.88	9,669.12	(9,334.88)	50.88%	6,813.92	2,855.20	29.53%
55100	Legal Publications	2,775.00	50.86	50.86	(2,724.14)	1.83%	1,462.99	(1,412.13)	-2776.50%
54300	Contractual Services	21,720.00	2,084.00	5,761.50	(15,958.50)	34.91%	14,529.00	12,418.83	0.00%
		179,110.00	18,247.64	60,708.96	(118,401.04)	33.89%	57,057.63	3,651.33	0.00%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 5 Months, Months Ending September 30, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Professional Printing									
53210	Professional Printing	2,638.00	154.50	464.50	(2,173.50)	17.61%	10,236.63	(9,772.13)	-2103.80%
53220	Brochure	17,000.00	0.00	6,449.00	(10,551.00)	37.94%	0.00	6,449.00	100.00%
53240	Rec Program Printing	1,775.00	0.00	43.35	(1,731.65)	2.44%	0.00	43.35	100.00%
		21,413.00	154.50	6,956.85	(14,456.15)	32.49%	10,236.63	(3,279.78)	-47.14%
Marketing/Advertising									
55000	Marketing/Advertsing	0.00	1,170.31	1,195.31	1,195.31	0.00%	0.00	1,195.31	100.00%
55050	Printed Marketing	3,260.00	0.00	62.16	(3,197.84)	1.91%	397.44	(335.28)	-539.38%
55150	Digital Marketing	3,000.00	0.00	0.00	(3,000.00)	0.00%	0.00	0.00	0.00%
55175	Marketing Material	750.00	0.00	4.37	(745.63)	0.58%	0.00	4.37	100.00%
55180	Promotional Marketing	1,655.00	104.99	391.36	(1,263.64)	23.65%	0.00	391.36	100.00%
		8,665.00	1,275.30	1,653.20	(7,011.80)	19.08%	397.44	1,255.76	75.96%
Program Expenditures									
53500	Program Supplies	83,493.00	3,053.38	28,725.99	(54,767.01)	34.41%	45,862.84	(17,136.85)	-59.66%
53510	Support Staff Supplies	2,550.00	0.00	34.97	(2,515.03)	1.37%	474.00	(439.03)	-1255.45%
53520	Inclusion Staff Supplies	1,000.00	0.00	2,458.61	1,458.61	245.86%	0.00	2,458.61	100.00%
53530	HMHB Program Supplies	2,410.00	0.00	94.24	(2,315.76)	3.91%	0.00	94.24	100.00%
53630	HMHB Admissions & Facility Space	500.00	0.00	11.00	(489.00)	2.20%	0.00	11.00	100.00%
53650	Program Equipment	6,200.00	136.18	1,276.61	(4,923.39)	20.59%	1,139.14	137.47	10.77%
53600	Program Admissions & Facility Space	65,998.00	3,796.57	31,222.87	(34,775.13)	47.31%	27,124.74	4,098.13	13.13%
		162,151.00	6,986.13	63,824.29	(98,326.71)	39.36%	74,600.72	(10,776.43)	-16.88%
Vehicles									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	15,121.00	144.00	3,462.54	(11,658.46)	22.90%	5,025.58	(1,563.04)	-45.14%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,981.00	417.63	1,898.38	(3,082.62)	38.11%	2,397.80	(499.42)	-26.31%
57300	Vehicle Expenses:Van Repair & Parts	11,260.00	0.00	5,323.20	(5,936.80)	47.28%	4,443.20	880.00	16.53%
57400	Vehicle Expenses:Van Rental	1,510.00	0.00	349.24	(1,160.76)	23.13%	1,222.00	(872.76)	-249.90%
		32,872.00	561.63	11,033.36	(21,838.64)	33.56%	13,088.58	(2,055.22)	-18.63%
Utilities									
58100	Utilities:Telephones/Internet	12,850.00	737.35	5,102.74	(7,747.26)	39.71%	4,896.92	205.82	4.03%
58200	Utilities:Electricity	13,775.00	1,658.39	6,008.11	(7,766.89)	43.62%	6,201.22	(193.11)	-3.21%
58300	Utilities:Natural Gas	6,200.00	124.79	592.34	(5,607.66)	9.55%	1,184.35	(592.01)	-99.94%
58400	Utilities:Water	1,750.00	254.78	572.88	(1,177.12)	32.74%	510.16	62.72	10.95%
		34,575.00	2,775.31	12,276.07	(22,298.93)	35.51%	12,792.65	(516.58)	-4.21%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 5 Months, Months Ending September 30, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Special Projects									
58700	Synergy Expenses	27,245.00	0.00	0.00	(27,245.00)	0.00%	25,771.46	(25,771.46)	0.00%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	(857.00)	881.35	881.35	0.00%	739.96	141.39	16.04%
		27,245.00	(857.00)	881.35	(26,363.65)	3.23%	26,511.42	(25,630.07)	-2908.05%
Fund Raising Expenditures									
66010	Direct Mail Campaign	600.00	0.00	0.00	(600.00)	0.00%	0.00	0.00	0.00%
66030	BBQ Bash Fund Rasing	2,688.00	0.00	90.91	(2,597.09)	3.38%	0.00	90.91	100.00%
66040	Golf Classic Fund Raising	20,138.00	3,500.64	7,509.39	(12,628.61)	37.29%	0.00	7,509.39	100.00%
66050	Additional Fundraising	1,025.00	(19.94)	(19.94)	(1,044.94)	-1.95%	0.00	(19.94)	100.00%
		24,451.00	3,480.70	7,580.36	(16,870.64)	31.00%	0.00	7,580.36	100.00%
Miscellaneous Expenditures									
58900	Miscellaneous Expenses	0.00	(0.61)	(1.22)	(1.22)	0.00%	0.00	(1.22)	100.00%
58910	Risk Management	5,613.00	128.67	1,049.79	(4,563.21)	18.70%	2,052.54	(1,002.75)	-95.52%
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	1,412.12	1,412.12	0.00%	1,377.68	34.44	2.44%
58930	Miscellaneous Expenses:Director's Administ. Fund	2,132.00	172.63	735.88	(1,396.12)	34.52%	388.89	346.99	47.15%
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,300.00	16.00	310.04	(989.96)	23.85%	440.31	(130.27)	-42.02%
		9,045.00	316.69	3,506.61	(5,538.39)	38.77%	4,259.42	(752.81)	-21.47%
Total Operating Expenditures		2,242,153.00	149,808.01	923,232.05	(1,318,920.95)	41.18%	933,573.23	(10,341.18)	0.01%
Non-Operating Expenditures									
62000	Reserve Fund Expenses:Capital Improvements Expense	50,000.00	0.00	7,639.25	(42,360.75)	0.00%	0.00	7,639.25	0.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	0.00	64,624.00	64,624.00	0.00%	123,928.33	(59,304.33)	0.00%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	1,046.45	8,003.55	8,003.55	0.00%	9,706.26	(1,702.71)	0.00%
		50,000.00	1,046.45	80,266.80	30,266.80	160.53%	133,634.59	(53,367.79)	-66.49%
Total Operating & Non-Operating Expenditures		2,292,153.00	150,854.46	1,003,498.85	(1,288,654.15)	43.78%	1,067,207.82	(63,708.97)	0.01%

Northeast DuPage Special Recreation Association
Restricted Revenue Over Expenditures
For the 1 Month and 5 Months, Months Ending September 30, 2018

Account #	REVENUES Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
44000 - 44018	Golf Maration	$ 20,000.00	$ 0.00	$ 11,765.00	$ (8,235.00)	58.83%	$ 15,777.00	$ (4,012.00)	-34.10%
44230	NEDSRA S.O. Booster Club	5,500.00	0.00	$ 0.00	5,500.00	0.00%	4,042.00	4,042.00	0.00%
Total Revenue		$ 25,500.00	$ 0.00	$ 11,765.00	$ (13,735.00)	46.14%	$ 19,819.00	$ 30.00	0.25%

Account #	EXPENDITURES Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over / (Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
66060	Golf Marathon	$ 2,542.00	$ 0.00	$ 1,950.02	$ (591.98)	76.71%	$ 0.00	$ 1,950.02	100.00%
61300	S.O. Boosters	6,300.00	42.31	930.28	(5,369.72)	14.77%	1,403.33	(473.05)	-50.85%
65000	Vehicle Replacement	70,786.00	0.00	60,723.00	10,063.00	85.78%	21,203.00	(39,520.00)	-65.08%
Total Expenditures		$ 79,628.00	$ 42.31	$ 63,603.30	$ (16,024.70)	79.88%	$ 22,606.33	$ 40,996.97	0.03%
Restricted Net Revenue over Expenditures		$ (54,128.00)	$ (42.31)	$ (51,838.30)	$ 2,289.70		$ (2,787.33)	$ (40,966.97)	

	Budgeted Member Partner Contribution Due 2018/2019	Operation Allocation Received as of 9/30/2018	Balance Due to Operations Allocation 9/30/2018	Percentage of Operations Allocation Collected as of 9/30/2018	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2018/2019	ADA/Access Reserve Paid 2018/2019	Available ADA/Access Reserve Balance
Addison	$279,757.00	$139,878.50	$139,878.50	50.00%	$352,219.28	$0.00	$0.00	$352,219.28
Bensenville	$182,036.00	$91,018.00	$91,018.00	50.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$62,121.00	$31,060.50	$31,060.50	50.00%	$0.00	$0.00	$0.00	$0.00
Glendale Heights	$171,987.00	$85,933.50	$86,053.50	49.97%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$89,228.00	$44,614.00	$44,614.00	50.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$296,094.00	$275,703.14	$20,390.86	93.11%	$0.00	$111,440.40	$0.00	$111,440.40
Medinah	$84,765.00	$84,765.00	$0.00	100.00%	$62,847.45	$13,997.52	$660.00	$76,184.97
Oakbrook Terrace	$67,183.00	$33,591.50	$33,591.50	50.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$89,687.00	$44,843.50	$44,843.50	50.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$138,555.00	$114,484.96	$24,070.04	82.63%	$170,913.92	$0.00	$63,964.00	$106,949.92
Wood Dale	$135,516.00	$67,758.00	$67,758.00	50.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,596,929.00	$1,013,650.60	$583,278.40	63.47%	$748,897.37	$125,437.92	$64,624.00	$809,711.29

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ADDISON			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$352,219.28**
Ck #62833	07/03/2018	$139,878.50	$139,878.50			
Totals			**$139,878.50**	**$0.00**	**$0.00**	**$352,219.28**

BENSENVILLE			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$153,910.72**
Ck # 52384	06/18/2018	$91,018.00	$91,018.00			
Totals			**$91,018.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck # 17315	08/21/2018	$31,060.50	$31,060.50			
Totals			**$31,060.50**	**$0.00**	**$0.00**	**$0.00**

GLENDALE HEIGHTS			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$3,466.00**
Ck# 197246	07/03/2018	$85,933.50	$85,933.50			
Totals			**$85,933.50**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Ck # 56074	06/18/2018	$44,614.00	$44,614.00			
Totals			**$44,614.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Deposit	06/30/2018	$148,047.00	$148,047.00			
ACH Deposit	06/30/2018	$953.00	$953.00			
ACH Deposit	06/30/2018	$13,260.55	$13,260.55			
ACH Deposit	06/30/2018	$111,440.40		$111,440.40		$111,440.40
ACH Deposit	07/31/2018	$4,436.49	$4,436.49			
ACH Deposit	08/29/2018	$109,006.10	$109,006.10			
Totals			**$275,703.14**	**$111,440.40**	**$0.00**	**$111,440.40**

MEDINAH			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$62,847.45**
Ck #26285	08/21/2018	$74,704.54	$74,704.54			
ADA Reimbursement	08/31/2018	$660.00			$660.00	($660.00)
Ck #26311	09/28/2018	$24,057.98	$10,060.46	$13,997.52		$13,997.52
Totals			**$84,765.00**	**$13,997.52**	**$660.00**	**$76,184.97**

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OAKBROOK TERRACE			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #10902	07/03/2018	$33,591.50	$33,591.50			
Totals			**$33,591.50**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck # 68250	06/26/2018	$44,843.50	$44,843.50			**$0.00**
Totals			**$44,843.50**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$170,913.92**
ADA Reimbursement	06/14/2018	$63,204.00			$63,204.00	($63,204.00)
Ck # 175416	07/06/2018	$114,484.96	$114,484.96			
ADA Reimbursement	08/31/2018	$760.00			$760.00	($760.00)
Totals			**$114,484.96**	**$0.00**	**$63,964.00**	**$106,949.92**

WOOD DALE			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$5,539.00**
Ck #83267	06/26/2018	$67,758.00	$67,758.00			
Totals			**$67,758.00**	**$0.00**	**$0.00**	**$5,539.00**

Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

Date: November 14, 2018

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report

Administration Report

Grant

Staff have filed the first quarter Periodic Financial Report and Periodic Performance Report with DCEO for the grant modification in the amount of $244,400. This report is for the period of July 1, 2018 through September 30, 2018. It was required that backup for all expenses be submitted along with the Periodic Financial Report.

Loss Control Review

The Safety Committee submitted all documents and updates to PDRMA on November 2 as the final step in the Loss Control Review process. Preliminary results are over 96%. We expect a final score from PDRMA in December.

Facility

Quotes are being collected for the replacement of a 12.5 ton rooftop unit at the NEDSRA offices. This unit is over 12-years old. This unanticipated 2018/19 expense is expected to cost over $12,000.

Other Updates

NEDSRA received the annual rebate check in the amount of $1,171.07 from PFM Asset Management for use of P-Cards in the twelve months ending August 31, 2018.

Recreation Report

2108 vs. 2017	Residents with a Disability	Non-Resident with a Disability	Non-Disabled	Total Registrations
Summer	1,261 (+21)	323* (-314)	372* (-140)	1,956 (-433)
Fall				
Winter				
Spring				

* Does not include Synergy registrations which are entered after the fall and spring seasons.
* NEDSRA did not host the ITRS softball tournament in 2018, which totaled 107 registrations the previous summer.
* Fiesta De Verano was down by approximately 100 registrations from the previous summer.

Special Olympics

The Huskies basketball season began October 30. The program has expanded and now includes a high school aged team, which started as a joint effort with NDSEC. In total, basketball has 5 teams (3 adults, 1 high school, 1 junior) with a total of 60 athletes.

The Huskies Flag Football team won the gold medal at the inaugural state tournament on November 4 in Pekin, Illinois.

Fall Season and Halloween Happenings

NEDSRA hosted a variety of fall and Halloween events for participants of various ages and abilities. A total of 306 registrations were received for 5 separate events including the Homecoming Dance, Halloween Ball, Halloween Bingo, SLC Boo Ball and the Spooky Sensory Party. We are thankful for the sponsorship of the Homecoming Dance from The Kiwanis Club of Lombard again this year.

Expanded Programming

In addition to the new Special Olympics high school basketball team, NEDSRA is constantly searching for new program ideas. Staff are currently exploring the resources needed to expand TREC to five days, add Wednesday day-time programming for adults, and offer Veteran programming that compliments the Healthy Minds Healthy Bodies program.

School Programs - EXCELS

As of November 1, NEDSRA has implemented or scheduled over 40 EXCEL programs this fall for special-education students. These programs offer students participation in community outings that reinforce lessons taught in the classroom and are a great way to connect with families that would benefit from our services.

Synergy

The Jr. Bulls Classic wheelchair basketball tournament will be held Saturday, November 17 at Fountain View Recreation Center in Carol Stream. The prep and varsity division each have four total teams competing. Games begin at 9:00 am.

Inclusion

Inclusion Services Report

2018/19	Services Requested	Leisure Buddy Requested	Leisure Buddy Placed	Placement Success	Part Time Wages*	% of Total Expenses	Member Partner Leisure Buddy
Summer	64	50	50.0	100%	$62,415	94%	5
School Year	30	17	14.5	87%	$4,174	6%	0
Total	94	67	64.5	96%	$66,589	100%	5

Marketing & Fund Development

Brochure

The Winter Brochure has been sent to the printer. The brochure will be available online by December 6. Development of the Spring Brochure is underway.

Holiday Party with Santa

New this year, we are working to bring in donors and sponsors for the Holiday Party with Santa. This is a free event for children ages 2 to 12 years old. Each child brings home a gift that is given to them by Santa.

Sponsorship Handbook

A Sponsorship Handbook is being developed for the new year. This handbook will outline all of the sponsorship opportunities throughout NEDSRA and the recognition level associated with the level of sponsorship.

#GivingTuesday

#GivingTuesday is a national effort growing in popularity to kick off the holiday season, which celebrates and encourages philanthropy. Coinciding with Thanksgiving and the kickoff of the holiday shopping season, #GivingTuesday, November 27, will be an opportunity to give a gift from the heart and donate to NEDSRA. Individuals may donate online directly through our website. A Facebook Event page was developed so that the public will mark their calendars, and for NEDSRA to publish reminders of this amazing day.

2019 Calendar Fundraiser

The Marketing Department is developing a 2019 Calendar that will be available for purchase. This calendar marks our agency fundraisers for the 2019 year, as well as special events including the NEDSRA Track Meet. Pre-purchases of this calendar will be available at the end of this month. Delivery will also be available to NEDSRA's Member Partners.

BBQ Bash

The 2019 BBQ Bash is on June 8, 2019, please mark your calendars. This year we are moving outdoors to the Terrace View Park at 1 Parkview Plaza in Oakbrook Terrace, IL. "Save the Date" ads have been placed in both the Oakbrook Terrace Park District Winter Brochure and NEDSRA's Winter Brochure. This event date takes place during the next fiscal year. Since the BBQ Bash has been in April in past years, staff is researching a Trivia Dinner Fundraiser opportunity to take place this fiscal year.

Golf Marathon

The 2019 Golf Marathon will be held on May 17, 2019, please mark your calendar. Packets for this event are currently being developed and will be distributed prior to the holidays this year. This will give the golfers additional time to solicit donations. The Marketing Department will reach out to new golfers, donors and schools this year to increase participation and revenue.

Website RFP

Website RFP were received on October 30. NEDSRA received 5 submissions. Staff is currently reviewing the submissions. A recommendation will be presented to the Board on November 14.

Ancona Jewelers Fundraiser

The Ancona Family will be working with NEDSRA to enhance the Sensory Station. On December 6 and 7, the store will hold an event and donate a percentage of the proceeds to NEDSRA. NEDSRA will have a booth with information, portable sensory items, and a slideshow video at their store. Ancona is preparing all the marketing needs to reach out to their customers (direct mailers, social media, new release, emails, etc.).

Golf Classic

The 2018 Golf Classic was a success! The estimated (we are still waiting for pledged funds.) net revenue is $54,416.41. New this year, was a lunch sponsor which brought in an additional $1,500. Overall, the amount of golfers increased to 163. The Roesch family was extremely pleased with the event and is looking forward to the 2019 event. The date has been secured for the 2019 Golf Classic. It is on Wednesday, September 11, 2019 at White Pines in Bensenville.

Upcoming Events

Jr. Bulls Classic Wheelchair Basketball Tournament
Saturday, November 17, Games begin at 9:00am
Fountain View Recreation Center, Carol Stream

#GivingTuesday
Tuesday, November 27
On-line event

Holiday Party with Santa
Saturday, December 1, 11:30am – 1:00pm
Addison Community Building, Addison

Medinah Supper With Santa
Friday, December 14
Connolly Recreation Center, Medinah

Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598

Memo

Date: November 14, 2018

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: NEDSRA Board of Trustees 2019 Regular Meeting Dates

In keeping with Section 2.02(a) of the Open Meetings Act, 5 ILCS 120, the NEDSRA Board of Trustees shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and state the regular dates, times and places of such meetings, attached is the proposed 2018 Board of Trustees calendar. Please review the information for possible conflicts or necessary changes.

Suggested Motion

I move to adopt the suggested 2019 Board of Trustees Meeting Schedule and give public notice pursuant to Section 2.02(a) of the Open Meetings Act.

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Northeast DuPage Special Recreation Association

2019 Board of Trustees Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Trustees meetings for the 2019 calendar year. All meetings are held at Northeast DuPage Special Recreation Association office, 1770 W. Centennial Place – Board Room, Addison, Illinois at 1:30 p.m., unless otherwise noted.

Wednesday, February 6, 2019	Board of Trustees Meeting
Wednesday, March 6, 2019	Board of Trustees Meeting
Wednesday, April 3, 2019	Board of Trustees Meeting
Wednesday, May 8, 2019	Board of Trustees Meeting
Wednesday, June 12, 2019	Board of Trustees Meeting
Wednesday, September 4, 2019	Board of Trustees Meeting
Wednesday, November 6, 2019	Board of Trustees Meeting

The December 2019 Board of Trustees meeting location is TBD 4:00 PM.

Thursday, December 5, 2019	Board of Trustees Meeting

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Memo

Date: November 14, 2018

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: Health Insurance 2019

Annually the NEDSRA Trustees review and approve health insurance expenses at the November meeting in preparation for the open enrollment period.

NEDSRA maintains enrollment in the PDRMA Health program and is recommending that the agency continue to do so. In 2018/19 both HMO and PPO $1,500 Deductible with $1,250 HRA options were offered. Current demographics have 13 employees enrolled with one employee opting out of insurance receiving $2,000 per year, per policy, and one employee (professional part-time) receives an annual medical expense reimbursement of $600.

NEDSRA offers basic dental (no orthodontia), EAP and life insurance at 1.5x salary. Vision coverage is offered at 50% NEDSRA/employee cost. The projected benefit cost for NEDSRA in 2018/19 is $163,742, which is $3,792 under budget.

The current census of enrollment is as follows:

PPO EE	PPO +SP	PPO Family	HMO EE	HMO Family	Opt Out	Med Reimb.
6	1	3	2	1	1	1

History Health Insurance NEDSRA Cost

Fiscal Year	2014/2015	2015/2016	2016/2017	2017/2018	Projected 2018/2019	Recommended for Budget 2019/2020
NEDSRA Cost	$124,931	$144,642	$148,959	$152,642	$163,742	$162,328
% Increase	15.76%	15.78%	2.98%	2.47%	7.27%	-0.86%

Staff is recommending a change from the current $400 Vision plan to the $600 plan. The cost to NEDSRA would be an additional $614 to make this change.

As proposed, total health benefits expense for NEDSRA is expected to be $162,328 in 2019/2020. This is a 0.86% decrease from the anticipated 2018/19 ($163,742) expense. This decrease is due to current enrollment selections.

Employee Contribution*	Proposed January 2019
PPO Employee	12%
PPO Employee + Child	15%
PPO Employee + Spouse	18%
PPO Family	24%
HMO Employee	12%
HMO Employee + Child	14%
HMO Employee + Spouse	15%
HMO Family	17%

*Last increase in 2016

Benefit	NEDSRA Cost
Health Insurance*	$146,125
Dental*	$7,653
EAP/Life/FSA Fee	$3,755
Vision $600	$2,195
Opt Out	$2,600
Total	$162,328
*Includes projected 5% rate increase for 2020.	

Suggested Motion

I move to approve NEDSRA Health plan offerings by PDRMA Health for 2019 to include a PPO $1,500 Deductible /$1,250 HRA, an HMO plan, a Dental plan and a $600 Vision plan with employee rates as presented.

Member Partner Insurance Survey Results for January 1, 2019

			Employee %			
	PDRMA Yes/No	Insurance Offering	Health	Dental	Vision Plan/Emp %	Opt Out
NEDSRA	Yes	PPO $1500/HRA $1250 & HMO	12% - 24%	12% - 24%	$600 Plan/Emp 50%	$2,000
Bensenville	No	PPO $2500/HMO	0%	51% - 52%	0%	None
Glendale Hts	No	PPO $250/HMO	10% - 15%	10% - 15%	Inc in Medical	$1500 - $2500
Itasca	Yes	PPO $1500/HRA $1250 & HMO	20%	20%	$600 Plan 0% - 50%	5 Extra Vacation Days
Lombard	Yes	PPO $1500/HRA $1250 & HMO	8% - 15%	8% - 15%	$200 Plan 100%	$3,000
Medinah	Dental/Vision Only	PPO $2000 United Health Care	10%/Emp + 10%/dependent	20%/Emp + 20%/dependent	$200 Plan - 20%/Emp + 20%/dependent	7% of Salary
Oakbrook Terr	Yes	PPO $250 & HMO	0% - 100% of Dependent Cost	0% - 100% of Dependent Cost	$400 Plan 0% - 100% of Dependent Cost	None
Wood Dale	Yes	PPO $2500/HRA $2000 & HMO	15%	25%	25%	None

Did not respond: Addison, Butterfield, Schiller Park, Villa Park

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Memo

Date: November 14, 2018

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: NEDSRA Capitalization and Investment Policies

As recommended by the NEDSRA auditor of Sikich, NEDSRA has completed a Capitalization Policy and an Investment Policy to be incorporated into the agency Financial Management and General Operation Policies.

Suggested Motion

I move to approve the NEDSRA Capitalization and Investment Policies as presented to be included in the NEDSRA Financial Management and General Operation Policy manual.

Putting People First
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Northeast DuPage Special Recreation
Capitalization Policy

I. PURPOSE

The Northeast DuPage Special Recreation Association, here forth known as the "Association," developed this Capital Assets Policy to explain the Association's process for capital asset accounting.

The Association acquires and constructs capital assets. Governmental Accounting Standards Board (GASB) Statement 34 requires governments to capitalize assets (i.e. vehicles and equipment, etc.) and include the financial impact of these capitalized assets in the government wide financial statements. Upon the capitalization of these assets, they are depreciated over their useful lives. The policy will set the useful lives for the individual asset classes of the Association. Also, a threshold will be put into place that will state the value of the assets that are neither added to the capital asset accounts nor are they depreciated; rather they are fully expensed at the time of acquisition.

II. CLASSES AND CAPITALIZATION THRESHOLDS

Capital assets are typically defined as all tangible assets including but not limited to land, improvements to land, buildings, vehicles, and equipment that are used in operations and have initial useful lives extending beyond one year. In addition, capital assets typically require substantial financial resources to acquire.

Based on this definition of a capital asset, the Association has established classifications and financial thresholds for the tangible assets owned by the Association. By utilizing these classifications and thresholds, the Association has been and will continue to be able to distinguish between those tangible assets that should be reported in the Government Wide Financial Statements in conjunction with GASB Statement 34 and those assets with costs below these thresholds will be expensed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets. The classifications and thresholds for all of the capital assets of the Association are detailed in Exhibit A to this document according to the columns entitled "Class of Asset" and "Type of Activity Capitalized".

III. DETERMINING THE ACQUISTION COST/ VALUE OF CAPITAL ASSETS

GASB Statement 34 requires governments to report the historic or estimated historic cost of acquiring or constructing a capital asset. Purchased assets are valued for accounting purposes at the total of their purchase price and any related costs for transportation, installation, or other direct, identifiable expense involved in procuring the asset and readying it for its intended use. Costs for training and maintenance and warranty agreements are not considered part of the asset cost and should be expensed. Constructed assets are valued at the total amount paid for acquiring or improving the asset including land; labor; materials; engineering, design and inspection fees; construction management fees; charges by brokers or others; appraisal fees; site preparation fees; and legal, title, and filing fees.

The finance department will maintain a file that documents the capitalized amounts.

IV. DEPRECIATION

The Association will depreciate all items on a straight line basis. In the year of acquisition and the final year of the assets useful year, the asset will be depreciated using the full year assumption. This means that there will be full year depreciation in each of these years, no matter the date the asset is acquired or disposed.

The useful life is dependent on the type of asset and is detailed by the Class of Assets on Exhibit A to this document. For unique assets, management will develop estimates based on the management's expectation of its useful life.

V. MISCELLANEOUS

A. SALES AND/ OR RETIREMENT OF ASSETS

When a capital asset is disposed of, sold, or retired, its cost and accumulated depreciation are removed from the books and a gain or loss, if any, is recognized.

An asset is removed from the capital asset accounts when it is determined that the asset is no longer operable, has been replaced, or is no longer available for use. Retirement may consist of sale, scrap, or donation of the asset. The finance department should be notified of any retirements or sales in order to record these transactions.

B. RECOGNITION OF CAPITAL ASSETS DONATED OR PROVIDED TO THE ASSOCIATION

The Association occasionally acquires capital assets by donation or conveyance. The Association will recognize donated or conveyed assets as belonging to the Association on the date upon which the Association formally accepts the donated/conveyed asset. Once this formal acceptance is complete, the asset will be placed into the appropriate classification according to Exhibit A and the proper procedures to account for that asset will be initiated from that point forward (i.e. annual depreciation, etc.). Donated capital assets are recorded at estimated fair market value at the date of donation.

Exhibit A - Capital Assets Policy

Association Capital Assets Policy: Classes, Thresholds and Descriptions			
Class of Asset	**Threshold for Capitalization**	**Type of Activity Capitalized**	**Depreciable Life**
Furniture & Equipment	$5,000	Acquisition of Furniture and Equipment with a cost exceeding $5,000	3-7 Years, Depending on Item
Vehicles	$5,000	Acquisition of Vehicles with a cost exceeding $5,000	5-8 Years, Depending on Type of Vehicle
Buildings	$50,000	Acquisition, Construction or Reconstruction in excess of $50,000	50 Years
Building Improvements	$50,000	Acquisition, Construction or Reconstruction in excess of $50,000	10 Years
Land Improvements	$50,000	Acquisition, Construction or Reconstruction in excess of $50,000	25 Years

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Northeast DuPage Special Recreation Association
Investment Policy

I. Policy

It is the policy of the Northeast DuPage Special Recreation Association (here forth referred to as "Association") to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Association and conforming to all state ordinances governing the investment of public funds.

II. Scope

This policy includes all Association funds. Except for certain restricted special funds, the Association will consolidate cash and investments for all funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. Objectives

Investment yield is of secondary importance to legality, safety, and liquidity. The primary objectives, in order of priority, shall be:

1. **Legality:** The investment program shall be operating in conformance with federal, state and local requirements.
2. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objectives will be to mitigate credit risk and interest rate risk.
   a. *Credit Risk:* The Association will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
      i. Limiting investments to the types of securities listed in Section VI of the Investment Policy.
      ii. Pre-qualifying the financial institutions, brokers/dealers, intermediaries and advisors with which the Association will do business in accordance with Section IV.
      iii. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
   b. *Interest Rate Risk:* The Association will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
      i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
      ii. Investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools and limiting the maximum maturity. The Association will

not directly invest in securities maturing more than five years from the date of purchase unless matched to a specific cash flow.

c. *Custodial Credit Risk:* In the case of deposits, this is the risk that in the event of a bank failure, the Association's deposits may not be returned to it. In order to avoid this risk, the Association requires the collateralization of public deposits whenever the amount on deposit exceeds the Federal Deposit Insurance Corporation's balance limitations.

For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Association will not be able to recover the value of its investments or collateral securities that are in the possession on an outside part. The Association requires that its investments be held by an independent third party custodian to eliminate this risk.

3. **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should include securities with active secondary or resale markets. A portion of the portfolio may be placed in money market funds or the government investment pool which offer same day liquidity.
4. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the legality, safety and liquidity objectives. Securities shall generally be held until maturity with the following exceptions:
   a. A security with declining credit may be sold early to minimize loss of principal.
   b. Liquidity needs of the portfolio require that the security be sold.

The portfolio should be reviewed periodically as to its effectiveness in meeting the Association's investment objectives and its general performance.

IV. Standards of Care

1. Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing and overall portfolio. The Executive Director acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived."

2. **Ethics and Conflicts of Interest:** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

3. **Delegation of Authority:** Management and administrative responsibility for the investment program is hereby delegated the Executive Director and shall establish investment policies approved by the Association's Board for the operation of the investment program. Responsibility of the day-to-day operation of the investment program may be delegated to the Business Services Manager or the Director's designee.

   Executive Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Executive Director.

V. Authorized Financial Institutions, Depositories, and Broker */* Dealers

The Executive Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved security broker dealers selected by creditworthiness. These may include primary dealers or regional dealers.

VI. Safekeeping and Custody

1. **Delivery vs. Payment***:* All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. **Safekeeping***:* Securities will be held by an independent third-party custodian designated by the Executive Director and evidenced a written custodial agreement.

3. **Internal Controls***:* The Executive Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Association are protected from loss, theft, or misuse. Details of the internal control system shall be documented in an investment procedures and internal control manual and shall be reviewed and updated periodically. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

   The internal controls shall address the following points:
   - Control of collusion.
   - Separation of transaction authority from accounting.
   - Custodial safekeeping.
   - Clear delegation of authority to subordinate staff members.

VII. Suitable and Authorized Investments

1. **Investment Types*:*** Investments may be made in any type of security authorized per Illinois Compiled Statutes regarding the investment of public funds.

2. **Collateralization*:*** Collateralization of deposits by the financial institution is required for all demand deposit accounts, including checking accounts, money market accounts and certificates of deposit, whenever the total amount on deposit at that institution exceeds the limits established by the Federal Deposit Insurance Corporation. The collateral shall be held by an independent third party institution in the name of the Association. A written collateralization agreement shall be executed by the financial institution, the custodial bank and the Association.

VIII. Investment Parameters

1. **Diversification:** It is the policy of the Association to diversify its investment portfolio to eliminate risk of loss resulting from the over concentration of assets in a specific maturity, issuer or class of securities. The Association shall diversify its investments to the best of its ability based on the types of funds invested and the cash flow needs of those funds. Diversification can be by the type of investment, number of institutions invested in, and the length of maturity.
2. **Maximum Maturities:** To the extent possible, the Association shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Association will not directly invest in securities maturing more than (5) years from the date of purchase. The Association Administrator will be advised, in writing, of any investment to be purchased with a maturity of more than five years from the date of purchase.

   Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

   An exception to not directly investing in securities maturing more than (5) years from the date of purchase would be securities purchased prior to the effective date of this policy.

IX. Reporting

1. **Methods:** The Finance Department shall provide monthly reports and submit it to the Executive Director. The report will include a listing of individual securities held at the end of the reporting period. The Board of Trustees will be provided with an annual report, which will include data on investment instruments being held, as well as any narrative necessary for clarification

X. Policy Considerations

1. **Exemption***:* Any investment currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy and reported to the Executive Director. Investments must come in conformance with the policy within six months of the policy's adoption or the Executive Director must be presented with a plan through which investments will come into conformance.
2. **Amendments:** This policy shall be reviewed on an annual basis. Any changes must be approved by the Executive Director and Board of Trustees.

XI. Investment Policy Adoption

The investment policy shall be approved and adopted by the Board of Trustees.